Interlibrary Loan

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Purpose

This document describes the rules governing the borrowing of materials from other libraries through the inter-library loan service.

Scope

These rules apply to all users of the inter-library loan service at Hamilton College.

Policy Revision History

Last revised, October, 2015.

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Services and Policies

Qualified Users

Hamilton College employees, students, and active faculty dependents are eligible to use the interlibrary loan service. Retired employees and alumni who reside within a 50-mile radius of the college are also welcome to use this service.
Request Forms

Electronic requesting is available via the ILL Forms, e-mail Interlibrary Loan, and as a feature of many of the databases. Reference Librarians (telephone: 315 859-4735, or e-mail: askus@hamilton.edu) can help complete the form, check on the status of a request, and answer any questions you may have regarding ILL.

Pick Up and Delivery of Materials

Articles are available as pdf documents accessible through your ILLiad account. Please note: only the campus e-mail accounts are supported (yourname@hamilton.edu). Books and other materials are placed at the Circulation/Reserve desk in Burke Library or can be delivered to offices on campus (faculty/staff only). You will be notified by email when an article has been posted to your account, or a book is ready for pick-up.

Required Time

Once the request has been ordered, it takes an average of two to three days to receive an article and four to eight days to receive a book. ILL requests are processed in the order in which they are received. If a special 'rush' request is needed, you may contact an ILL staff member or a Research Librarian.

Status of Request

You can check the status of your request through your ILLiad account. If you have questions, contact Interlibrary Loan Staff (telephone 315 859-4484, e-mail Interlibrary Loan) or a Research Librarian (telephone 315 859-4735, e-mail Reference).

Loan Period

The loan period is set by the lending library; three weeks is the average amount of time the lending library allows its materials to be borrowed. Articles do not need to be returned.

Special materials such as reference books, entire issues of periodicals, rare books, or recently published books may be difficult or impossible to borrow through Interlibrary Loan. Every effort will be made to obtain a copy of the requested material. If there is a problem in filling the request, you will be notified by mail. Some borrowed materials may be restricted to "In Library Use Only". If an item cannot be borrowed, the Library may be able to purchase it. A Research Librarian (telephone 315 859-4735, or e-mail Reference) can help you place an order.

Renewals

Renewals are granted at the discretion of the lending library. To request a renewal, go to your ILLiad account.

Returning Borrowed Materials
Books borrowed through Interlibrary Loan should be returned to the Circulation desk at Burke Library by the date indicated on the front of the book.

**Loans to Students over Break**

Because of the brief loan periods, Interlibrary Loan books are not available for use during Winter and Spring semester breaks. If an item is needed again after the break period, it can be requested in advance, to be available immediately upon the student's return in January or April. Interlibrary Loan materials can be requested for use during the Summer research session, if the student is resident on campus.

**Fines - Overdue, Recalled, Lost or Damaged Books**

For overdue ILL books, students will be fined $.20 per day to a maximum of of the replacement value of the book. After the book has been overdue for 80 days, the system will add this fine as a replacement charge to the patron's record. Fines **will not** be refunded if the book is returned. The student will be billed for the book(s) by the College Business Office.

During the time between when the book becomes overdue and the billing letter is sent, a patron receives 7 overdue notices. The first notice is sent on the day after the due date. The second notice and all subsequent notices, are sent in 10 day intervals. If a book is lost or damaged, the lending library's fine must be paid by the student. Consistent violation of these policies will result in suspended borrowing privileges or will be taken to the Judiciary Board when appropriate. Faculty will be fined only if a fine is issued by the lending library.

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