

INTERLIBRARY LOAN PROGRAM

WHAT MUST I DO BEFORE REQUESTING AN INTERLIBRARY LOAN?

- You must verify that the SAU Tech LRC does not own the item.
 - Check LOIS (Library Online Information System) for books.
 - Check the SAU Tech Periodicals List for journals and magazines available locally.
- You must verify that the citation is complete and accurate.

WHAT IS A "COMPLETE CITATION"?

You must include for a periodical (journal or magazine) article:

- Author of article (full name)
- Title of article (complete title)
- Title of periodical (complete title - no abbreviations)
- Volume number of periodical
- Issue number (where applicable)
- Date of publication (include month, day & year if given)
- Page number(s) of article

For a complete book citation, you must include:

- Author
- Title
- Publisher
- Date

HOW TO ORDER?

Interlibrary Loan requests should be submitted at the Circulation Desk. Forms for ordering books or photocopies of journal articles are available on the literature rack next to the Circulation Desk. To avoid delays, be sure to complete the forms fully and accurately. Please print and do not abbreviate work. Fill out one form for each separate item you need.

HOW MUCH DOES IT COST?

SAU Tech does not charge students, faculty, staff and/or dependents for interlibrary loans. If the lending library should impose any fees, those costs are passed on to the individual that initiated the request.

Photocopies and books from lending libraries in Arkansas often are provided free of charge. Out-of-state libraries may charge postage fees, a standard ILL fee, and/or the lending library's typical photocopying costs. Any lending charges will be passed to the patron requesting the materials.

Please state the expense limit you are willing to bear when requesting items through the ILL service.

If your order cannot be filled for the amount you list on the form, you will be notified and given the option of increasing the amount or canceling your order. You are responsible for all Interlibrary Loan charges, even if the material arrives after the date by which it is needed.

Any charges must be paid when your requested items are picked up.

HOW LONG DOES IT TAKE TO RECEIVE MATERIALS?

It can take as long as two weeks to receive materials; so plan ahead when conducting research so that you have time to receive and review requested materials.

OVERDUE INTERLIBRARY LOANS

Overdue interlibrary loans are assessed at \$1 per day.

COPYRIGHT

To comply with the copyright law (PL 94-553), some restrictions have to be placed on photocopy requests through ILL. Each library may request only up to five copies per year from a periodical published within the last five years. If this limit is exceeded, users may have to pay a royalty fee of \$15 to \$20 per article in order to obtain a copy from a commercial source.