WHAT IS INTERLIBRARY LOAN?

Interlibrary loan (ILL) is the procurement of materials not immediately available at UH West O‘ahu or in the UH system. This is not to be confused with an intrasystem loan (ISL), which provides access to articles from UH Mānoa and books from other UH libraries and is processed through Voyager.

We are currently pilot-testing this service, and the policy is subject to change. We ask that patrons are judicious with their requests.

WHO CAN BORROW

ILL borrowing privileges are offered to current UH West O‘ahu students, faculty, and staff. Patrons who have $10.00 or more in library fines must clear fines to be eligible for ILL services.

All patrons are limited to five requests for returnable items per semester. There is no limit for requests that use electronic delivery. We ask that patrons be judicious with their ILL requests.

WHAT WE CAN BORROW

ILL is available for monographs, book chapters, and articles. Availability of other types of materials, such as dissertations, A/V materials, reference books, or print journals, is dependent on the lending library’s policy.

Recently published or highly popular materials may not be readily available through ILL; please consider suggesting these items for purchase before submitting a request.

Articles obtained through interlibrary loan may not be used for course reserves.

HOW TO SUBMIT A REQUEST

Requests for articles and books are submitted online through the proper forms on the library website. Faculty members may also contact their subject liaison Librarian or email the ILL Librarian directly through email. Contact information for subject liaisons may be found on the contact page on the library website.

Please allow 7-10 business days to receive an electronic article, and 10-14 business days to receive books and other physical items. The ILL Librarian will notify you via email of any delays.
BORROWING PROCEDURE

Electronic delivery of articles will either be through emailed PDF attachments or through Article Exchange. Article Exchange items will be accessed via a unique URL and password that is emailed to the patron by the ILL Librarian. Items on Article Exchange are available for 5 views and are deleted after 30 days.

Returnable materials such as books or manuscripts are picked up at the Circulation Desk. The patron will be notified by email when an item has arrived, and items are immediately checked out to the requesting patron upon delivery of the item to the borrowing library.

The first time a patron picks up a returnable ILL item, he or she will need to sign an acknowledgement of the policies listed here. Policies may be viewed ahead of time online or at the Circulation Desk at time of pick up.

Items are held at the Circulation Desk for patron pick up for 7 business days, after which the item will be sent back to the lending library at the expense of the patron who submitted the request. When picking up materials, patrons will be asked to present a valid UH ID. Items borrowed through interlibrary loan must be returned to the Circulation Desk and may not be returned in the outside drop-box.

A pink book sleeve that displays the item’s barcode number, due date, and any relevant notes will be attached to the item. Book sleeves must be intact at the time of return: please do not remove the sleeve from the book while it is in your possession.

Eligible patrons may authorize another person to pick up materials on their behalf. To arrange this, please call the ILL Librarian at (808) 689-2706 or email the ILL department at uhwoill@hawaii.edu with the person’s name and contact information (phone number) prior to pick-up. He or she must have a valid photo ID and the requesting patron’s name and barcode number at the time of pick-up.

Loan periods for items are set by the lending library, as are renewals. Renewal requests must be submitted at least three working days before the due date. Items may be subject to recall at the discretion of the lending library. If an item is recalled, the patron has 7 working days to return the item to the circulation desk or will be charged a fee of $0.50 for each day late.

Renewals are not guaranteed, so please inform the ILL Librarian if you need an extended loan period when you submit the request.

FEE SCHEDULE AND FINES

Except under very rare circumstances, there is no charge for borrowing items through interlibrary loan. You will be informed of any fees before the request is submitted to the lending library. There is a late fee of $.50 a day for books and other returnable items borrowed through interlibrary loan. This fee also applies to late return for recalled books. Items delivered electronically do not need to be returned.
The borrower is responsible for any damaged or lost items, and will be held liable for replacement costs. Replacement costs are set by the lending library. Please be aware that fee policies are subject to change.

COPYRIGHT NOTICE

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Please refer to UHWO library’s copyright page for more information on the UH system’s copyright policy.