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 intrasystem loan (ISL), which provides access to articles from UH Mānoa and books from other UH libraries. ILL is managed by the Interlibrary Loan Librarian, while ISLs may be processed through Voyager.

We ask that patrons are judicious with their requests and only request material that is immediately relevant to their coursework. Given some unpredictability of delivery times or item availability, students should consider consulting with their subject liaison Librarian for research help on their topic before submitting an ILL request.

WHO CAN BORROW

ILL borrowing privileges are offered to current UHWO students, faculty, and staff. Patrons who have $10.00 or more in library fines must clear fines to be eligible for interlibrary loan services.

WHAT WE CAN BORROW

ILL is available for electronic copies of book chapters and articles. Requests for books and other returnable items may be permitted on a case-by-case basis at the discretion of the ILL Librarian and should only be submitted if the item is for a 400-level course.

HOW TO SUBMIT A REQUEST

Requests for articles are submitted online through the proper forms on the library website. Alternatively, requests may be submitted through the SFX plug-in on our EBSCO databases. Requests for books should be submitted directly to the ILL Librarian after having consulted with the subject liaison Librarian and looked for other, more readily-available materials.

Please allow seven to ten (7-10) business days from the day you receive confirmation from the ILL Librarian to receive your requested article and at least ten to fourteen (10-14) business days to receive returnable items.

BORROWING PROCEDURE

Articles are usually delivered electronically, either as PDF attachments or through OCLC’s Article Exchange feature. Article Exchange items are accessed via a unique URL and password and are available for up to five (5) views. Items on Article Exchange are deleted after thirty (30)

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1 For instructions on how to submit requests through SFX, please refer to the LibGuide

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days. Articles that are delivered as photocopies must be picked up from the Circulation Desk within two weeks of their availability notice.

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. Items are held at the Circulation Desk for patron pick up for seven (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 and sign an acknowledgement of this policy. 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.

Loan periods for items are set by the lending library, as are renewals. Renewal requests must be submitted at least three (3) business 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 seven (7) business 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 items borrowed through interlibrary loan. You will be informed of any fees before the request is finalized. 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.

COPYRIGHT NOTICE

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

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