



# Interlibrary Loan

## What is it?

Interlibrary Loan (ILL):

- allows students, faculty and staff to request materials from other libraries
- undergraduate students can request materials from other Canadian libraries
- faculty, staff, and graduate students can request materials from libraries in the United States and beyond

## What Can I Request?

Interlibrary Loan (ILL) is used mainly for the sharing of:

- circulating print books
- journal articles
- individual book or ebook chapters (**not** full ebooks)

Most institutions **do not** share:

- visual resource materials
- video or audio tapes
- DVDs
- reference materials, and special collection items
- entire ebooks

**Note:** although these materials may show up on your list of searched items, they are usually not for loan.

## What You Should Know

- **Who?** You must be a current OCAD U student, faculty or staff member to use the ILL services.
- **What are the borrowing periods?** Loan periods vary depending on the lending library. Typically, the loan period is anywhere from 3 weeks to 120 days.
- **Can I renew?** Typically, there are no renewals on ILL books, however there may be exceptions depending on the lending library.
- **What about fines and fees?** Patrons are not charged a fee for interlibrary loans. However, patrons will be fined for lost books, according to the lending library's policies. There is a \$5.00 fee for ILL items not picked up.
- **What about articles and ebook chapters?** ILL journal articles and ebook chapters are sent via email and are accessible for a limited time with a password-protected link.
- **What about multimedia?** ILL does not cover loans for videos, DVDs, CDs or other non-circulating media items.
- **What about material that the Library owns?** Do not request items that are available at the OCAD U library; instead, place a hold on the title by clicking the "Request" button in the library catalogue.

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