



Interlibrary Loans

Interlibrary loan services provide access to resources not available at the OCAD U Library. OCAD University, as a member of the Ontario Council of University Libraries (OCUL) is part of interlibrary loan agreements with university libraries throughout Canada. OCAD U library is also a member of the Omni network, which allows streamlined sharing of library materials with 17 other university libraries throughout Ontario.

Availability of Materials

Materials requested from other libraries are subject to any restrictions placed on the items by the lending library. Materials requested from OCAD University may not include:

- Rare or valuable materials
- Material deemed in fragile condition
- Material in high demand
- Material classified as non-circulating
- Any DVD or videocassette recordings
- Archival material

Interlibrary Loan Users

Any faculty or staff member employed at OCAD University, or any student currently enrolled at the University has access to Interlibrary Loan services. Individuals holding special membership cards are not eligible for ILL services.

ILL User Responsibilities

All ILL users are subject to the circulation policies of the lending library. ILL users are expected to return all borrowed material by the due date. Patrons who do not pick up interlibrary loan books will be fined \$5.00 per item. Users who frequently return ILL materials late may have their ILL privileges suspended. The library will subsidize charges for ILL from libraries outside of Canada, if the requests are made by graduate students or faculty.

ILL Requests

Users may request journal articles via interlibrary loan; however, journal volumes themselves are not available for loan. The loan period for books usually varies anywhere from 3 weeks to 120 days, depending on the lending institution. The lending library might place special conditions on loaned material stipulating, for example, that the material cannot leave the library. Some institutions may also recall an item before the full loan period has expired. Items that cannot be requested through interlibrary loan include: videos, DVDs and CDs, rare books, reference books and other non-circulating materials. Electronic books (ebooks) cannot be requested; however, online journal articles and individual ebook chapters may be requested.

Procedures for ILL Requests

1. Login to [My Library Account](#).
2. Use the search bar to look for items in the catalogue.
3. If the item is not available in our collection, there will be a "Get it from another library" button in the "How to get it" section of the record.
4. Complete the request form and select submit. The system will ensure your request is directed to the library that can fill it the quickest.
5. If you're not seeing what you are looking for, expand your search results by selecting "Add results beyond OCAD U's Collection" using the toggle in the left navigation. Alternatively, use the blank [Omni request form](#) located in the top navigation bar to enter your citation information and the library team will process your request.
6. Requests will be rejected or delayed if the information entered is incomplete or incorrect. Please include an ISBN for books, or an ISSN for journal articles.
7. Users will be notified by email when the requested material has arrived.

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