

## Interlibrary Loan Frequently Asked Questions

### ○ *When should I request an article or book through interlibrary loan?*

Articles- A request for a journal article should be made only after checking the Library's electronic resources. Three places that should be checked are EBSCO A-Z, print journal list & [www.freemedicaljournals.com](http://www.freemedicaljournals.com). If the desired article(s) is not in any of these places, a request can be made.

Books- A request for a book should only be made if the College Library catalog and the East Baton Rouge Public Library catalogs have already been checked.

### ○ *What information do I need to make a request?*

Once you have checked the Library's resources and are ready to make a request, you will need to fill out the top section of a request form. You will also need complete citation information for the article(s)/book(s) you are looking for. Requests can be made at the reference desk, Library Commons' desk or by email to [Library@ololcollege.edu](mailto:Library@ololcollege.edu)

### ○ *Do I have to pay to use this service?*

You will not be charged for ILL services, as the College Library pays the fees for these articles/books. However, if you make a request and do not pick up your article(s) when they are ready, you may be charged for any future requests.

### ○ *How long does it take to get an ILL article or book?*

Since the articles and books provided through interlibrary loan are coming from other libraries, it just depends on the lender. An article can take anywhere from 1 day to 2 weeks to receive. We recommend making requests early. Books usually take longer. You should plan on a 1 week minimum.

### ○ *How long can I keep the borrowed item(s)?*

Copies of articles are yours to keep. The due dates for books are determined by the lender. You will generally find out the due date when we receive the book(s). Books can either be used as a reserve item in the library, or you can leave a \$50 deposit and a copy of your driver's license to check them out.

### ○ *Are there late fees for overdue ILL books?*

Yes. The lender sets all overdue fees, and the borrower is responsible for paying these fees, if incurred. The College Library does not cover any overdue fees for students.

### ○ *Can I get my ILL articles electronically?*

Sometimes. When we make requests, we specify a preference for electronic copies. If these are not available, articles are faxed or mailed. You will be responsible for picking these up, unless you make other arrangements with the library. Electronic copies are sent by email as PDF files.

### ○ *Can I get ANY article or book through ILL?*

No. We can get most articles and books, but there are some that we cannot borrow. Occasionally we receive a request and put it into the system and it comes back unfilled.

You will be notified if this is the case. Books are more often unavailable or cost prohibitive.