



**Interlibrary Loan (ILL)**

*Do you need additional research materials? The Darling Library offers the Interlibrary Loan service to provide materials that it does not own.*

**What is ILL?**

ILL is a borrowing and lending service. If our Library does not own a book that you need, we can borrow the book from another library for you. If our Library does not own a periodical article that you need, we can request a photocopy of the article from another library for you.

**Who may make an ILL request?**

ILL is a service for students, faculty, and staff of Hope International University.

**How do I make an ILL request?**

Fill out an *Interlibrary Loan / Document Delivery Request Form* for each item needed. Request forms are located in the Information Commons on the 2<sup>nd</sup> floor of the Library. Submit your request form by placing it in the Incoming Interlibrary Loan Requests basket, also in the Information Commons on the 2<sup>nd</sup> floor. Please fill out the form as completely as possible so we can provide the best possible service.

**How long does it take to get items through ILL?**

Most requests are filled within 2 weeks after they are submitted. Be sure to allow enough time for libraries to process your request and send it through the mail. If you need an item on shorter notice, a reference librarian can often help you locate a nearby library that has the item you need or help you find something else in this Library to serve your purpose.

**How will I know when my item has arrived?**

The ILL office will notify you by phone and/or mail when your item has arrived. You can also inquire at the Front Desk of the Library.

**Where do I pick up my item?**

You may pick up your ILL item at the Front Desk of the Library. Photocopies of periodical articles will be sent to faculty through the campus mail.

**How long can I keep an ILL item?**

Books borrowed through ILL will have a due date noted on the accompanying book wrapper. Periodical articles are usually photocopies which you may keep.

**Where do I return books borrowed through ILL?**

Return ILL books to the Front Desk of the Library by the due date noted on the accompanying book wrapper.

**How much will it cost me?**

We always try to obtain ILL items from free or low-cost providers. If there is a charge for an item, the Darling Library will pay up to \$2.00 for each item, and any amount over \$2.00 must be paid by the patron when picking up the item at the Front Desk of the Library. It is very important that you accurately fill out the amount you are willing to pay on the *Interlibrary Loan / Document Delivery Request Form* when you place the request. Faculty of Hope International University will not be charged.