



Information Series

INTERLIBRARY LOAN SERVICE

WHAT IS INTERLIBRARY LOAN? Interlibrary Loan (ILL) provides users with access to materials not available in the Legal Research Center (LRC), Copley Library, or the Circuit. Materials available in other San Diego libraries should be used on location if possible. Our ability to acquire materials through ILL depends entirely on the cooperation and generosity of other libraries. Interlibrary Loan is a privilege, not a right. The LRC must abide by the rules and policies of the lending library when borrowing items and obtaining photocopies. ILL requests are made using an online request form only; the link is at the end of this guide.

WHO MAY USE INTERLIBRARY LOAN SERVICES? ILL services are available at the LRC for currently enrolled law students, law faculty, and staff. Non-law USD students, faculty, and staff can obtain ILL services at Copley Library.

WHAT CAN BE BORROWED? Books, journal articles, reports, government documents and other materials may be requested. Lending libraries reserve the right to refuse to loan any material. The following are seldom loaned: rare or valuable materials, items which are difficult to ship, reserve and reference works, multi-volume sets, and looseleaf materials. Microform materials are not loaned by all libraries.

HOW MUCH DOES IT COST? ILL costs are determined by the lending library. Some materials are provided free of charge or for the cost of postage. There is often a charge for photocopies of journal articles. Law students must assume ALL CHARGES, including postage, handling, and photocopying fees. Payment is due at the time the item is picked up by the patron, payable by check only. Checks must be made payable to the lending library, not to the LRC. Unpaid or disputed costs are forwarded to Student Accounts.

HOW LONG WILL IT TAKE? Most requests are filled in two to four weeks. The average transaction takes about ten business days, but the actual length of time depends upon the lending library and the mail service.

HOW LONG MAY I KEEP BORROWED MATERIALS? Loan periods are at the discretion of the lending library but usually run one week to one month from the date the item is received. An item may sometimes be renewed if requested before the item is due. All materials borrowed must be returned on time and in the same condition as received. The patron is responsible for any overdue fines assessed by the lending library or for any charges if a borrowed item is lost or stolen. Abuse of the ILL service will result in a suspension of borrowing privileges.

WHO DO I SEE ABOUT REQUESTING AN INTERLIBRARY LOAN? Contact a Reference Librarian. A self-service request form is available on our website at <http://www.sandiego.edu/lrc/about/interlibrary.php>