

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) or Copley Library. 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.

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 the 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 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. Please fill out the form on the back of this sheet in full. The more information available, the more efficiently your request can be processed.

4/88

12/05 (Rev.)

IS-1

PLEASE TURN OVER TO FILL OUT THE ILL FORM ON THE OTHER SIDE.

**INTERLIBRARY LOAN REQUEST
LEGAL RESEARCH CENTER - REFERENCE DEPARTMENT**

DUE DATE: _____

TODAY'S DATE: _____

PLEASE PRINT

TITLE OF BOOK OR JOURNAL: _____

AUTHOR: _____

TITLE OF ARTICLE: _____

VOLUME: _____ ISSUE #: _____ DATE: _____ PAGES: _____

YOUR NAME: _____ PHONE: _____

E-MAIL : _____

MAXIMUM \$ AMOUNT YOU ARE WILLING TO PAY: _____ DATE NEEDED BY: _____
(This request will not be processed without amount) (Must be actual date, not ASAP)
Allow 2-4 weeks for processing & receipt

NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

I have read the Interlibrary Loan policies (on the reverse) and Copyright Notice (above) and agree to be responsible for this request.

Signature: _____ USD ID#: _____
(This request will not be processed without your signature)

Office use only

REFERENCE - STAFF INITIALS: _____ **SALLY CHECK:** _____ Not Held _____ Checked out _____ Status = Missing

CIRCUIT CHECK: _____ Not Held _____ Checked out

COLLECTION SERVICES - LENDER: _____ **DATE RECEIVED:** _____ **DATE RETURNED:** _____

NOTIFIED: _____