Interlibrary Loan Policy
Updated June 2015
Contact: ILL@highpoint.edu

Smith Library provides patrons access to items not held by the library through the Interlibrary Loan service. We also provide items for lending to other OCLC member libraries. We are an ARIELVIS library and adhere to reciprocal lending and borrowing practices.

Borrowing

Items can be requested using ILLiad, an online interlibrary loan management system. ILLiad allows the patron to create an account from which the patron can initiate and manage their ILL requests. Articles arrive in 1-3 days, while books take between 1 and 2 weeks. These are average turnaround times and may vary. Check out periods are the same as non-ILL check outs, 28 days with renewal available pending the lending library’s renewal.

Lending

Requests are gathered and reviewed through ILLiad. Books are shipped using USPS. Articles are sent electronically by Odyssey, e-mail or fax. Articles can also be sent via library mail. Book loan period is 28 days, with the ability to renew. All loans are subject to recall. Replacement of lost or damaged ILL items is the responsibility of the borrowing library. Replacement fees will consist of the cost of replacement plus a $25 non-refundable fee for billing and processing. We will not lend bound periodicals, rare books, reference, A/V materials, special collections, course reserves materials and other materials deemed not suitable for loan by the ILL staff.

Books on Demand (BOD)

The goal of Smith Library’s BOD program is to meet the immediate needs of our users while adding potential high-use and/or quality academic titles to our collection, including books, dissertations and A/V items. Often the cost of purchasing an item is less than that of borrowing the same item through ILL. Filling requests in the timeliest manner possible is of the upmost importance to our users.

Selection Criteria-
1. Should be an item requested through the ILL process.
2. Item should be of an academic or literary nature.
3. The item is held by quality institutions.
4. An item is of a unique local nature or interest.
5. Cost of Item (should be below $100 and/or represent a good value).
6. Item should be currently in print and/or available as a retail product.
7. We must have or be able to have an account with the retail vendor.
Document (Faculty) Delivery

Document (Faculty) Delivery provides for the delivery and retrieval of HPU library materials and ILL materials to the campus address designated in the patron’s ILLiad account. This service is reserved for HPU faculty. Books and media must be from our circulating collections. Users are subject to the same overdue fines, replacement fees, and damage fees as on-campus users. To use this service, the patron must be a registered user of ILLiad. Use the appropriate ILLiad request form. This service is no cost.

Items available for delivery:
Books, videos, CDs, musical scores, maps, DVDs, or other items held at one of the HPU Libraries locations. Individual journal articles from a bound or current periodical or microfiche. (Journals are generally non-circulating items, so we cannot send entire journals.) Scanned articles will be delivered electronically to the patron’s ILLiad account.

Please allow at least one business day for items to be processed and delivered by Campus Mail. Requested materials will be delivered Monday through Friday during the fall and spring semesters and Monday, Wednesday, and Friday during the summer sessions.