Interlibrary Loan (ILL) @ ESF

What is ILL and how does it work?

Interlibrary Loan (ILL) is a supplementary service provided in cooperation with libraries around the world to help the ESF campus community obtain materials needed for research and study that are not available at Moon Library. ILL service is available to current faculty, staff, and students of the College of Environmental Science and Forestry.

Books and theses are borrowed from lending libraries and individual journal articles are scanned and sent electronically from lending libraries. While most materials can be obtained, few libraries will lend whole periodicals, reference books, textbooks, media materials, rare books, or current publications (i.e. published in the last year). The speed with which requests get filled varies greatly, depending on the type and rarity of material requested, where it is located geographically, and the form in which it is supplied.

What types of materials can I request?

- Books
- Theses and dissertations (These can be very difficult to obtain due to cost and lending restrictions)
- Journal articles (in compliance with U.S. Copyright Law)
- Book chapters
- Patents
- Conference Reports

Is there anything that cannot be obtained?

The ILL office is very efficient at getting books and articles to you, but some things may not be possible depending on whether other libraries have the requested item and/or are willing to share it.

Textbook requests are discouraged for several reasons:

- Loan periods for all items are determined by the lending library and usually are not for an entire semester.
- Renewals are not often allowed and textbooks are often subject to recall by the owning library.
- Textbooks are expensive; and therefore, if a textbook is lost or damaged (includes highlighting, underlining, marginals, water or other liquid spills, torn pages or cover, etc.) the replacement charge will likely be the retail cost of the textbook.

May I request items that are owned by Moon Library?

- Journal articles and books that are owned and available in Moon Library may be requested through the ILL system. We call this Document Delivery.
- Journal articles and book chapters will be scanned.
- Books will be placed on hold for you at the main desk.
How long does it take to get something through ILL?

- Articles will usually arrive within 2-3 business days (sometimes it only takes a few hours!).
- Books are sent through the mail and take approximately 4-8 business days to arrive.
- Email notifications will be sent when books and articles are available for you.
- Some items may be marked and restricted as in library use only by the lending library.

How long can I keep an item?

- Due dates are printed on the book strap. Please do not remove this book strap.
- You may request a renewal through your ILL account online only if:
  - Renewals are allowed – check the book strap. Sometimes the lending library will indicate that no renewals are allowed.
  - The item is not overdue.
  - There is no guarantee that a renewal will be granted. You will be notified through email with a new due date or a statement indicating that the item cannot be renewed and needs to be returned by the indicated date.
- Materials, such as articles, delivered electronically are yours to keep, but will only be available in your ILL account online for thirty days.

How do I submit a request?

- First, go to https://esf.illiad.oclc.org/illiad/logon.html to log in to ILLiad (ESF’s ILL system). If you don’t already have an account, click on ‘First Time Users’ to set one up.
- Once logged in, select what type of item you are requesting.
- Fill in the form with as much information as possible about the request.
- When the material comes in, email notifications will be sent with information on how to access it.

What if I lose my ILL book or return it late?

- Overdue fines are $1 per day late for each item returned late.
- $2 fee for lost bookstrap and/or paperwork – please leave it on the book!
- Replacement fees for lost or damaged books are determined by the lending library.
- Any fines and fees will be added to your library account.

Can ILL items be delivered to my office?

- Physical items such as books that are requested through ILL or available in Moon Library may be delivered to on-campus offices of faculty, staff, and graduate students only. Campus Delivery is not available to undergraduate students at this time.
- To have items delivered to your office, simply indicated in your ILL account that you would like to have items delivered and enter your office or campus mailbox location.
• Campus Delivery is only available on the main Syracuse campus.

Responsibilities of the borrower

• You are responsible for making sure that the borrowed items are not damaged, to renew or return items on time, and any legal consequences due to violating copyright from personal reproductions.
• ILL items may not be placed on reserve.
• Recalled ILL items must be returned immediately when the lending library has notified us that they need the item back immediately. Failure to return recalled ILL items will result in a block of ILL services as well as overdue fines.
• Any fines and fees incurred due to late return, loss, or damage to the ILL item will be the ILL user’s responsibility and will be charged against your library account.
• Any ILL user who ILL material(s) more than two weeks overdue may be blocked from ILL service.

Where do I find more information about ILL?

• Visit our Interlibrary Loan Guide: http://libguides.esf.edu/interlibraryloan which has more information about how to renew ILL books, Campus Delivery, and tips on getting the most out of ILL.
• Contact Ruth Owens (rmowens@esf.edu) if you forgot your ILLiad password or have any questions about ILL.

Adapted from interlibrary loan policies at SUNY Oswego