# Interlibrary Loan Policy

Interlibrary Loan (ILL) is an international agreement and service between all types of libraries, whereby a library can borrow an item or get a photocopy from a journal that it does not own. This is a library-to-library service. You tell us what you need and we make the request to owning libraries. They, in turn, trust us to return the item to them on time and in good condition.

GSW provides ILL services for currently enrolled students, current and retired faculty, and current staff. People not meeting this criterion should contact either the school they attend or their local public library for interlibrary loan service. As an academic ILL department, our mission is to secure materials to support teaching and research. The ILL service is not for requesting current edition textbooks used in a class.

ILL requests may be submitted by using ILLiad. You will be notified by e-mail when your request has arrived.

Patrons will have 14 days past the due date to return their ILL materials. Any patron who keeps a book for more than 14 days past the due date of the book will have a flat fee of $25.00 added to their record in the James Earl Carter Library's system. Students will need to have this fee cleared from their records before obtaining transcripts or graduating from GSW. For patrons who have asked for and received a renewal of their ILL materials, the overdue charge of $25.00 will apply if the materials are not returned within 14 days after the renewed due date. (Patrons must ask for a renewal BEFORE the due date.)

**ILL and Distance Education Students**

It is suggested that students who cannot come to campus to pick up books should utilize the GIL Express service and have books delivered to a nearby USG campus.

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