

## **VISUAL ARTS Library ILL Policies and Services**

### **Who can use the Visual Arts Library's ILL Service?**

This service is available to current faculty, staff and matriculated students of The School of Visual Arts.

### **What types of materials can be borrowed?**

Any type of media or material can be requested through ILL.

### **How can users request materials using ILL?**

Fill out an SVA Interlibrary Loan Request Form and meet with a reference librarian regarding your request. If you are not able to meet with a librarian in person, please fill out the form completely and a librarian will contact you when available.

### **How long will it take to process requests and receive material through ILL?**

Requests will be processed as quickly as possible, usually within 24 hours. Depending on the lending library, materials arrive within 2 weeks.

### **How will I know when requested materials arrive?**

You will be emailed a notice to the email address you provided on the form.

### **How much does it cost?**

The library pays all standard ILL charges that range from \$5-\$20 per item. This includes shipping and processing. If additional charges are attached to a request, the patron will be informed and given the opportunity to pay or decline the item. Excessive use of the ILL service could result in limiting the number of requests allowed per patron each semester, please be mindful of the quantity of your requests.

### **Where do I pick up and return ILL materials?**

Items can be picked up and returned to the Circulation Desk and will be checked out to your library account. Patrons are responsible for complying with the conditions of the lending library which may restrict use of material to the library or prohibit photocopying. You will be held responsible for any loss or damage to the borrowed items while the materials are in your possession. Please do not remove paper bands or other identifying markings of the lending library from the item.

### **How long can a patron borrow material requested through ILL?**

Loan periods are set by the lending libraries and range from 2-4 weeks. Requests for renewals can only be done before the item is due. Please note that some lending libraries restrict use of their materials to "in-library use only." Overdue items will have a \$1 per day charge.