



# Benedictine University Library

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**OFFICE:** Benedictine University Library      **DEPARTMENT:** Access Services  
**DATE:** Last revised January 2023  
**CATEGORY:** Policy  
**SUBJECT:** Interlibrary Loan and Document Delivery Policy

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## **Interlibrary Loan and Document Delivery Policy**

This policy covers requests for materials from the Benedictine University Library (“the Library”) collection as well as requests for materials from other libraries.

### **Patron Requests and Item Delivery**

The following people may borrow items through Benedictine University Library’s Interlibrary Loan Department:

- Any registered student of Benedictine University,
- Faculty, administration and staff,
- Monks of Saint Procopius Abbey and Sisters of Sacred Heart Convent
- Benet Academy Librarian

Requests are taken from approved borrowers via [ILLiad](#) and email. Requests will not be taken over the telephone. There is a potential for too many errors and there are not enough staff to do so thoroughly.

In general, it takes 3-5 business days for items to arrive at the Benedictine University Library from I-Share Libraries. Articles sent via ILLiad take less time to arrive. Items borrowed from out-of-state libraries using OCLC can take as long as 2 weeks to arrive. Patrons will be emailed when items are available to be picked up at the Benedictine University Library circulation desk.

Interlibrary Loan items are lent to patrons under their home libraries’ borrowing policies. Most items need to be returned within four weeks. All borrowed materials are marked with a due date. Overdue notices are issued as a courtesy. Failure to receive an overdue notice does not release patrons from the responsibility for returning or renewing materials or from paying damaged or lost item fees. The patron is responsible for any fines or fees incurred. The lending library also determines renewals and other restrictions.

### **Off-Campus Cohort, Online and PhD Policies**

All items requested through I-Share will arrive at the designated Benedictine University Library location unless otherwise requested. Students can request to have their items sent to another I-Share library. The library will mail to students without charge. Benedictine University students not based in the contiguous United States will be required to discuss mailing options with the library staff. Off-campus

cohort, online and Ph.D. students may also request in-house items, which will also be mailed or held at the requested location. Items sent by mail must be returned to the Benedictine University Library at the patron's expense. Digital copies of articles will be sent to students through Illia or email as permitted by copyright.

### Interlibrary Borrowing and Lending Guidelines

Format	Borrowing	Lending
<b>Audio-Visual Materials</b>	I-Share AV materials circulate to patrons for 2 weeks with no renewals. OCLC AV materials only circulate to patrons at the discretion of the Access Services Librarian. If items are not picked up within 15 days materials will be returned to their home library.	AV materials circulate to all I-Share patrons for 2 weeks with no renewals. AV materials only circulate to OCLC patrons at the discretion of the Access Services Librarian.
<b>Books</b>	Books may be borrowed through the Benedictine University Library for the patrons defined above from other libraries via I-Share, OCLC, or according to the terms determined by the American Library System from institutions not participating in the above cooperative agreements. I-Share books are held for the patron upon receipt of the book for 15 days and are charged to the patron on pickup. Books loaned to I-Share schools via the I-Share catalog have standardized loan periods. All students are given a 4-week loan and 3 four-week renewals. Faculty and staff at all I-Share schools are given a 4-week loan and 6-four week renewals. OCLC lending libraries determine the loan period, as well as the cost for fines and/or replacement charges for their items. If items are not picked up within 15 days materials will be returned to their home institution.	Benedictine University Library accepts all requests for loans of books in our circulating collection from I-Share libraries and OCLC, as well as requests submitted to us on American Library Association forms. Books are sent via ILDS or US Mail.  Books loaned to I-Share schools via the I-Share catalog have standardized loan periods. All students are given a 4-week loan and 3 four-week renewals. Faculty and staff at all I-Share schools are given a 4-week loan and 6 four-week renewals. Books loaned through OCLC are given a 4 week loan and 1 four-week renewal.
<b>Curriculum Collection</b>	Borrowing of this material is very limited and only done by special	Lending of this material is very limited and only done by special

	request. Testing materials do not circulate.	request. Testing materials do not circulate.
<b>Periodicals</b>	Most periodical article requests will be filled electronically and emailed to the patron. Periodicals (bound, unbound, microfilm, and microfiche) do not circulate.	Periodicals (bound, unbound, microfilm, and microfiche) do not circulate. Photocopies will be sent via ILDS, Odyssey, or US mail to fill interlibrary loan requests for this material.

**Benedictine University Library is a member of [I-Share](#), [ILLINET](#), [SILO](#), and [LVIS](#) and does not charge a fee for lending items. Photocopy charges are listed below.**

Interlibrary Loan Photocopy Fee Schedule		
I-Share	Free	
LVIS	Free	
In-State	Free	
Others	1-20 exposures \$12.00	\$.20/exp. over 20 exp.