

Guide to Interlibrary Loan

Many materials unavailable at the IU South Bend Libraries (books, periodical articles, etc.) can be obtained through the libraries' **Interlibrary Loan (ILL)** service.

- ILL is available to all IU South Bend library patrons, exception is student/faculty/staff of other local universities must use their school's service.
- Items are received approximately 3-14 days from date of request.

Submitting a Request

1. Check IUCAT (IU library catalog) to see if item is available at IU South Bend
 - If book, check if it is owned by another IU library, if so use the Request Delivery feature. Must login to IUCAT and be affiliated with IUSB to use this option, if not, go to step 2.
 - If article, check the Periodical Holdings list on the IU South Bend Schurz Library homepage. www.iusb.edu/~libg
2. Submit requests online through ILLiad, if we don't hold the material. Use the Interlibrary Loan link on the library's homepage.
 - First time users will need to register with ILLiad system.

Pick Up of ILL Materials

- We will contact you by email
- Pick up of ILL items is at the circulation desk during library hours.
- Articles will be delivered to your ILLiad account
- **PLEASE** do not remove the band from the front of the book.
- Due dates vary, refer to the due date on the band.

Please Note:

- **Textbooks currently being used for a class will not be borrowed**
- **Videos, DVD's**– we will request videos and DVD's but our turnaround time is longer because most libraries do not loan AV material. Our fill rate is also lower for AV material, for the same reason.
- Items that are part of reference or reserve will not be lent.
- **Lilly Library** in Bloomington has a non-circulating collection.
- Music recordings from Bloomington are not lent.

Renewals

To request a renewal, please contact the ILL office **BEFORE** the due date. We are unable to guarantee renewals on ILL materials, due to other libraries lending policies.

Interlibrary Loan Office

Franklin D. Schurz Library
Indiana University – South Bend
Library – Room 108
Phone: 520-4433
Email: libloan@iusb.edu

If you have a disability and need assistance, special arrangements can be made to accommodate most needs. Please contact Julie Elliott at 520-4410 for assistance.