

Guide to Interlibrary Loan/Document Delivery

Materials needed for research (books, periodical articles, etc.) can be obtained through the library's **Interlibrary Loan (ILL) and Document Delivery** service. This does include books and journal articles available at IU South Bend (Document Delivery).

- ILL is available to all IU South Bend library patrons, except students, faculty, and staff of other local universities who are asked to use their school's service. Document Delivery is available to IU South Bend faculty, staff and students.
- ILL of articles is approximately 2-3 days to delivery, Document Delivery of articles (in-house) is approximately 24 hours and loaned materials arrive in about 3-7 days.

Submitting a Request

- Check IUCAT (IU library catalog) www.iusb.edu/library, use **Books** tab to see if item is available at any IU library and use **Request This** to obtain.
 - When searching IUCAT, please search ALL Libraries.
- If you can not obtain material through Request This, submit your request online through the Interlibrary Loan link on the library's homepage. (First time users will need to register with ILLiad system).
- Questions about an item's availability? Contact a reference librarian at 520-4441.

Please Note:

- **Textbooks currently being used for a class may not be borrowed**
- Turnaround for media material is longer because many libraries will not loan media.
- Items that are reference materials may be difficult to borrow.

Pick Up of ILL Materials

- We will contact you by email.
- ILL items may be picked up at the Circulation Desk.
- Due dates vary, refer to the due date on the band.
- Articles will be delivered electronically to your ILLiad account and an email sent.

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.

Questions about Interlibrary Loan?

Contact: Maureen Kennedy, Interlibrary Loan Supervisor
Library: Room 114F
Phone: 520-4433
Email: maurkenn@iusb.edu