



# CALIFORNIA STATE UNIVERSITY, STANISLAUS

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UNIVERSITY LIBRARY

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## Interlibrary Loan Policy

**Mission:** The Interlibrary Loan (ILL) Department supports the research and information needs of CSU Stanislaus students, faculty and staff by providing access to material not owned by our library through participation in an international partnership of libraries. In turn, the ILL Department reciprocates by providing the same services to other participating libraries.

**Eligibility:** Those eligible for ILL services are currently registered CSU Stanislaus students and staff, and currently registered or retired faculty. ILL requests should be submitted using the online forms at [http://library.csustan.edu/services/interlibrary\\_loan.htm](http://library.csustan.edu/services/interlibrary_loan.htm). A current CSU Stanislaus ID card is needed to use the online forms. Students enrolled at the CSU Stanislaus-Stockton campus should obtain an ID card at the CSUS-Stockton Library Access Center.

### Types of Materials:

- Materials that can be requested through ILL include books, articles, theses and dissertations, government documents, conference proceedings, and reports. Items owned by the CSU Stanislaus Library that are checked out can be requested only if they are due back in more than three days. If they are due back in three days or less, a hold can be placed on the items at the Circulation desk.
- Materials that cannot ordinarily be requested include textbooks required for a CSUS class, music CDs, and entire issues of magazines or journals (most article requests will be filled with a photocopy of the article).

**Duration of Loans:** The lending library establishes the due date on material it loans. The loan period averages two to four weeks from date of receipt. Failure to return material on time may result in restriction or loss of ILL privileges.

**Renewals:** The lending library determines whether renewals are allowed. Any request for renewal should be made a week prior to the due date specified on the item.

**Costs:** All costs for ILL services are absorbed by the library except fines for overdue materials (\$1 per day). Replacement costs may be charged for lost or damaged materials.

Revised by A. Buell and J. Reuben (January 30, 2004)

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