Interlibrary Loan Policy

Interlibrary Loan Policy Statement

Chalmer Davee Library supplements its holdings through interlibrary loan (ILL), borrowing needed materials from other libraries to support the educational, research, and general needs of our University community. The ILL department is also responsible for lending materials owned by our library to institutions requesting them to answer their patrons’ needs. Procedures for ILL services are based on the National Interlibrary Code, 1993 and the Copyright Law.

Who May Use Interlibrary Loan

Interlibrary loan services are available to students, faculty, and staff. Community patrons must use services available through their public library.

Borrowing Requests

Request forms are available online from the ILL page.

Copyright

Interlibrary loan follows all necessary copyright procedures absorbing any costs.

Fees

Because interlibrary loan is considered a service for students, faculty, and staff of the University of Wisconsin-River Falls, no service charge is assessed for locating and requesting materials for academic use. The cost of fees required for requests sent to the Wisconsin Interlibrary Loan department in Madison (WILS) on behalf of undergraduates, graduates, faculty, and staff are absorbed by Chalmer Davee Library.

Processing Time

Requests are sent to as many as five libraries; each library is given three days to answer a request. Patrons are informed that a period of five to seven days is the minimum amount of time before a returnable item request may be expected to be filled. All document delivery requests are often filled within two days.

Distribution of Materials

Any "returnable" item will be available for the patron to check out at the circulation desk. E-mails are sent to the patrons at their University of Wisconsin-River Falls email account when the item arrives and is processed. All articles are sent electronically to the patron’s University of Wisconsin-River Falls email account.
Lending

Any library may request materials from our library. The request must abide by conditions set forth in the National Interlibrary Loan Code and the Copyright Law. Requests are received through ILLiad, fax, ALA form, voice, and e-mail. Chalmer Davee Library ILL attempts to maintain as generous a lending policy as possible.

Types of Material Available

Chalmer Davee Library lends materials that are available from the circulating collection. This includes audiovisual materials and circulating government document and archival materials. Books are loaned for a 28 day period. Audiovisual materials are loaned for a two week period. Renewals are allowed on a case by case basis. Electronic copies are available with a limit of 50 pages.

Types of Material We Will Not/Cannot Lend

We do not lend newspapers, entire issues of periodicals, specific archival, specific government documents, reference, or reserve material.

Rush Service

We will provide this service at the expense of the requesting library. We will implement whatever delivery method they stipulate if it is available and reasonable for us to utilize.

Charges

Charging a lending fee for photocopy service to libraries who are not reciprocal was implemented in September 1995. Our fee is $10.00 for up to 50 pages of copy.