

Interlibrary Loan Services

Original Implementation: March, 1985

Last Revision: April 30, 2019

The Interlibrary Loan Services (ILL) supplements local library resources by providing access to materials not available in the Ralph W. Steen Library collection. The following statements regulate ILL activities.

ILL borrowing is extended to faculty, staff and students of Stephen F. Austin State University (SFA). Patrons must exhaust the limits of the Steen collection before requesting ILL services.

Faculty members and students may request materials related to their own scholarly research or to course-related subject matter. Occasionally, service is available to library users not affiliated with SFA, subject to the discretion of the library director.

Requests should be submitted to the ILL department through the library's website.

All conditions of use imposed by the lending library on items borrowed are to be strictly observed. Abuse of ILL regulations may result in the forfeiture of ILL borrowing privileges. (Examples: taking Library Use Only material out of the library, disregarding loan restrictions, repeated failure to return material by due date.) ILL service may be refused to any patron whose Steen Library borrowing privileges are blocked.

The library reserves the right to refuse any ILL request if fulfillment of the request would violate copyright law. Steen Library abides by the National ILL Code, which regulates the exchange of material between libraries in the U.S., and maintains such records of ILL transactions as required by the university's records retention schedule.

Cross Reference: U.S. Copyright Law (Title 17, U.S. Code, Section 108); National Interlibrary Loan Code

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Library Director

Forms: <http://2912.account.worldcat.org/profile/>

Board Committee Assignment: Academic and Student Affairs