Interlibrary Loan Borrowing Policy

Requesting an Interlibrary Loan

Interlibrary loans may be requested through WorldCat Discovery, the library’s catalog, or through the blank form on the library website. When placing a request, patrons will be asked for their library barcode. This is the 14-digit number found on the back of the patron’s Mount ID card. The time required to obtain an interlibrary loan may vary due to a variety of factors. Generally, a standard book request takes seven (7) days and a standard article or chapter request takes three (3) days.

Phillips Library cannot place interlibrary loan requests for materials to be used for course reserve, class, or other group use. The following kinds of materials are not ordinarily obtainable from other libraries:

- Complete issues of unbound periodicals
- Complete volumes of bound periodicals
- Reference books or rare books
- eBooks
- Theses or dissertations
- Materials which are difficult or expensive to pack or ship
- Anything that would fall outside of the scope of copyright law

The Phillips Library does offer a fee-based article delivery service using Get It Now through the Copyright Clearance Center. This service is reserved for requests that we are not able to process at no cost through our standard interlibrary loan program. The fee structure outlined below under Financial Responsibility applies to the Get It Now service.

Picking-Up Loans

Interlibrary loan books may be picked-up at the Phillips Library during the below listed hours. Students and faculty who wish their books to be delivered to the Frederick campus should contact the library to make those arrangements.

- Sunday: 1:00 PM – 9:00 PM
- Monday-Wednesday: 7:30 AM – 9:00 PM
- Thursday-Friday: 7:30 AM – 4:30 PM

Financial Responsibility

The average Interlibrary Loan costs approximately $25.00 for handling, mailing and lending library charges. Phillips Library provides this service free-of-charge to members of the university community. All attempts will be made to borrow materials from libraries who do not charge an additional fee.
Occasionally, given the format or rarity of a requested item, the lending library will charge a fee to borrow the item. We are not able to obtain materials for students that generate a fee. Instead, a librarian will help the student find other suitable materials for their research. The Phillips Library will subsidize the borrowing fee up to $20.00 per item for faculty members. For fees in excess of $20.00, the faculty member will be contacted. If he or she would still like to borrow the item, the cost will be passed to either the individual faculty member or to his or her department. Total fees incurred in excess of $75.00 by one faculty member in a fiscal year will be the responsibility of the individual faculty member or his or her department.

**Loan Due Dates**

The due dates for interlibrary loans are set by the lending library. Renewals may be requested by contacting the Interlibrary Loan Office. Renewals are not guaranteed and are granted at the discretion of the lending library. Failure to return books by their due date jeopardizes the university’s borrowing privileges with the lending library. Overdue books may result in loss of interlibrary loan privileges until the overdue books are returned. All fines incurred as a result of the overdue books will be the responsibility of the individual patron or his or her department.

**Contact the Interlibrary Loan Office:**

Ana Ulrich  
Interlibrary Loan Manager  
301-447-5254  
ulrich@msmary.edu