

INTERLIBRARY LOAN: FREQUENTLY ASKED QUESTIONS

Is there a charge for interlibrary loan materials?

No. The service is free to students and faculty. Most interlibrary loan items come from free-lending libraries with no shipping charge. Every effort is made to borrow items from these libraries.

Students: If there will be a lending or shipping charge, you will be contacted and may choose to pay or not.

Faculty: We pay all shipping and up to \$30 lending library charges per item. You will be contacted if the charge is more than \$30.

Who may use Ripon College's interlibrary loan service?

The Lane Library interlibrary loan system is available exclusively for use by the Ripon College community. This community includes current students, current faculty, current staff, and emeriti faculty. Ripon *Public* Library provides interlibrary loan services for people outside of the college community.

How many requests can be sent each semester?

Students may make thirty requests before being asked to meet with a librarian to discuss research methods and needs. However, we are subject to copyright laws which state that we can request only five articles a year for each journal title published during the last five years; not five articles per patron, but five article requests from our college.

Is the Interlibrary Loan service available to students during summer, winter, or spring breaks?

Unless the student is doing research for school, no. The service is available to students only during the 16-week semesters, beginning on the first day of class until about four weeks before the last day of finals.

What types of materials may not be available for request?

Dissertations, dissertation abstracts, audio/visual materials, textbooks, archival materials, and computer files are usually not loaned, although this is not the case with all libraries.

How long will it take for my ILL item to get here?

If the item is borrowed from a library in Wisconsin, it usually takes five to ten days to arrive. Items from libraries outside of Wisconsin could take as long as two weeks. Be sure to order your ILL items well in advance of when you need them. You are welcome to visit the ILL department to check on the status of your request.

How do I know when my ILL item has arrived?

You will be notified about the arrival of books and articles via email or campus mail. Books may be picked up at the circulation desk. Articles are sent to campus mailboxes.

How do I know when my ILL item is due back?

The loan period is determined by each lending library. The due date is noted on the ILL cover strap. Please do not remove this strap or any paperwork contained in the book. Photocopies of articles do not have to be returned.

Can I request a renewal on ILL items?

Yes! To avoid fines, submit a renewal request ON OR BEFORE THE DUE DATE using our [renewal form](#). We will forward your request to the lending library, which will either accept or reject it.* When we get an answer, we will notify you via e-mail or printed notification; you may keep the ILL item until you have heard from us. If the answer is yes, you will receive a new due date. Be sure to cross out the old due date and write the new due date on the ILL sticker. If the answer is no, the book must be returned within five days to avoid fines. Please contact us at ill@ripon.edu if you need the item longer; we want you to have the resources you need and will work with you to get another copy of the item.

Most libraries renew for only one loan period (approximately 28 days), so you may not be granted a renewal on a second request. If you do want to renew, be sure to submit your request before the due date. No renewal requests will be honored after the due date.

What happens if my ILL item is overdue?

You are responsible for returning the ILL item on or before the due date. You will get a notice three days before the item is due via email. Any interlibrary loan item overdue in excess of five days will be fined \$1 per day per item. Any item overdue by thirty days will be billed a \$75 replacement fee or the cost of the book plus a processing fee, as well as any additional charges levied by the lending library. In order to avoid charges over the weekend, all items must be returned by Friday at 4:30 p.m. Fines will be charged directly to your student account. ILL fines affect student standing with the Registrar's Office. Check-out privileges at Lane Library, as well as ILL request privileges, will be impacted by overdue ILLs.

Can I let a friend borrow my ILL item?

You are responsible for any and all ILL items obtained in your name. This responsibility cannot be transferred to any other patron. You will be responsible for renewals, fines, and/or replacement bills.

Can an ILL item be placed on Reserve at Lane Library for classes?

No.

Can my ILL item be recalled by the lending library?

Yes. If an ILL item is recalled, you will receive notice via e-mail or campus mail. The ILL item must be returned within one business day of the recall notice being sent. All recalled items are subject to the overdue fine policy. Please contact us at ill@ripon.edu if you are unable to bring a recalled item back within a day.

What do I do if I get a notice saying that I have a "Citation Problem?"

When you get this notice, it means that something critical is missing from your citation or that the lending library needs more information. Check your citation against the information listed in the e-mail. Does it contain the Article Title, Volume and Number, Journal Title, etc.? You may want to go to the location where you first found the citation, check for accuracy, and resubmit the request. Another method would be to Google the article title; multiple results usually give full information on the citation.

What do I do if I get a notice that says "Lending library charges?"

When you see this, it means that the lending library charges a fee for the item you want. If you wish to pay a fee to get this item, your student account will be charged after the item has arrived. Faculty are not charged for ILL materials if the fee is below \$30. Faculty will be contacted if the fee will be more.