

# Interlibrary Loan: Frequently Asked Questions

Please contact [ill@ripon.edu](mailto:ill@ripon.edu) (920-748-8750) with any ILL-related questions or issues.

## What is interlibrary loan?

Interlibrary loan (ILL) is the process of borrowing books and articles from other libraries. ILL allows you to access research and materials that are not available through Lane Library.

## Who can use ILL?

Lane Library's interlibrary loan service is available for use by the Ripon College community, including current students, faculty, staff, and emeriti faculty.

## Is ILL free?

Yes! We are able to borrow most items for free.

**Students:** We will contact you about any lending charges if we can't get an item for free.

**Faculty:** We will pay all ILL shipping and lending charges up to \$30 per item. We will contact you if there is a lending charge greater than \$30.

## What types of materials can I get through ILL?

You can request books, articles, book chapters, videos, dissertations, and microfilm through ILL. Items that are not available via ILL include: textbooks, archival materials, and ebooks (specific chapters from ebooks are fine).

## How do I request books?

**Method #1: Use your ILL account.** Click the "[Your ILL Account](#)" button on the [interlibrary loan page](#) on our website and log in with your MyRipon credentials. Click the "new request" button and fill out the appropriate request form.

**Method #2: Use WorldCat.** Click the "[Request a Book](#)" button on the [interlibrary loan page](#) on our website. From here, search for the book you would like and click its title in the results list after you find it. Under "Get This Item," click "Borrow this item from another library" and fill out the request form. You can also request books by going directly to [WorldCat](#).

## How do I request articles?

**Method #1: Use your ILL account.** Click the "[Your ILL Account](#)" button on the [interlibrary loan page](#) on our website and log in with your MyRipon credentials. Click the "new request" button and fill out the appropriate request form.

**Method #2: Use the Request An Article form.** Click the "[Request an Article](#)" button on the interlibrary loan page on our website. Fill out the form with as much information about the article you are requesting.

**Method #3: Request from our databases.** Many of our databases will display "Find Full Text" links (or similar phrases) for articles that are not full text access. Clicking those links will bring you to a page that checks Lane Library's holdings. If no full text is available, you can click the "Request Articles" or "Request Books" link that will display on this page and you will be redirected to a request form. Fill out the form with as much information about the item as possible.

## How long will it take to get my ILL?

Articles are usually available within a few days but can take up to a week. Books can take up to two weeks to arrive, depending on where the lending library is located. We recommend planning ahead and placing ILL requests as early as possible.

## How do I renew an ILL item?

ILL articles do not need to be renewed. You will receive an email if your renewal request has been accepted or denied.

**Method #1: Use your ILL account.** Click the "[Your ILL Account](#)" button on the [interlibrary loan page](#) on our website and log in with your MyRipon credentials. From here, click the "Your Requests" tab and you will see any ILL books you have checked out. Click the "renew" button to submit a renewal request.

**Method #2: Use the Request an ILL Renewal form.** Go to the [interlibrary loan page](#) on our website and scroll down until you see the "Request an ILL Renewal" form. Fill out the form and submit your renewal request.

## What happens if my ILL item is overdue?

You are responsible for returning all ILL items on or before the due date and will receive an email notice three days before items are due as a reminder. ILL items overdue by 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, in addition to charges levied by the lending library. Fines will be charged directly to your student account. Your checkout privileges and ILL request privileges will be impacted by overdue ILLs.