

Interlibrary Loan Policy

Nichols Library

Faulkner University

updated: 08.14.12

Table of Contents

Library Mission Statement	2
Faulkner University Mission Statement	2
Items Available through ILL	3
Items Unavailable through ILL	3
ILL Costs	4
How long does it take to receive a requested item?	4
How many items may be requested?	4
When are items due?	4

Library Mission Statement

Gus Nichols Library is committed to life long learning for living in an environment that fosters education of the whole person. The library supports Faulkner University's mission through maintaining a broad range of quality learning resources and services. The library is committed to excellence in instruction, advancement of knowledge, moral and spiritual values so that, through these efforts, enrichment of the community might be achieved. The Library strives to stimulate teaching and learning by creating an environment in which instruction and research and integrity of character can thrive.

Faulkner University Mission Statement

The mission of Faulkner University is to glorify God through education of the whole person, emphasizing integrity of character in a caring Christian environment where every individual matters every day.

Introduction

Nichols Library provides academic resources to meet the research needs of students, faculty and staff of Faulkner University consistent with the university and library mission statements. When items are not available in the library collection, Interlibrary Loan (ILL) requests may be submitted by the eligible library users.

Eligible library users are defined as any currently enrolled or employed Faulkner University students, faculty, and staff, with no outstanding library fines or fees. Guests, consortium patrons, and alumni are not eligible to use this service.

Community patrons may request interlibrary loan items, but are limited to 5 per year.

Items Available through ILL

Books, full-text journal articles, conference proceedings, government documents, theses, and dissertations not available online or owned by Nichols Library.

Items that are owned by Nichols library, but declared lost or missing may also be requested through ILL.

Items Unavailable through ILL

Items owned by Nichols Library, but currently checked out are not available via ILL. Users may place a hold on the item or items needed and they will be notified when it is returned to the library.

Items and article available through the library's databases will not be interlibrary loaned, instead users will be instructed on how to access such items through the library's website.

Textbooks for current Faulkner classes will not be requested through ILL. If the items are unavailable in the bookstore, you will need to contact the bookstore, your professor, or the Office of Student Success for more information on attaining the material needed.

Entire issues or volumes of journals cannot be obtained via ILL, as well as reference works, items in special or rare book collections, and some dissertations. Audio-visual materials are often unavailable as well.

ILL Costs

Nichols Library strives to provide ILL items at no cost to the library user. If any fees are required, the user will be contacted about any fees or cost associated with an item and can deny or accept any cost conditions at that time. This may inhibit the borrowing of needed material.

How long does it take to receive a requested item?

It may take up to 3 weeks to receive print items sent through the mail. Articles received electronically usually arrive within 2-5 days.

How many items may be requested?

There is no limit to the number of requests that may be submitted, but please make sure requests are not available in Nichols Library's online catalog or databases before submitting.

Users may borrow a specific item **one time only** per semester.

When are items due?

Items must be returned promptly. All items will have due dates clearly marked on the front cover. Users are responsible for any overdue or lost charges incurred while items are in their possession. If an extension is needed, please contact the ILL office before the item is due.