

STOCKTON UNIVERSITY

PROCEDURE

Interlibrary Loan Service
Procedure Administrator: Associate Provost Authority: N.J.S.A. 18A:64-8 Effective Date: July 1, 1998, July 9, 1998; February 2, 2011; November 2, 2022 Index Cross-References: Procedure File Number: 4137 Approved By: Dr. Harvey Kesselman, President

I. PROCEDURE:

1. Interlibrary Loan (ILL) service facilitates the loaning of library materials that are not held in the Library and that are needed for individual research or study. This service is available to currently enrolled students and current employees (“collectively, “Patrons”).
2. Patrons may not request materials through the ILL service that are held in the Library unless that material is missing or lost.
3. Faculty may use ILL to obtain digital files (journal art

reject. Renewal requests are made through the ILLiad system, through email, or by calling the ILL office.

10. Patrons are responsible for inspecting borrowed ILL material for existing damage, such as missing pages, torn pages, highlighting or other marks, stains or spots on any part of the material at the time it is retrieved. Patrons should report items damaged upon receipt to Library staff before leaving the Library. Patrons will be responsible for material that is returned with unreported damage.
11. Patrons are responsible for returning borrowed ILL materials on time. If a loan becomes overdue by 7 days, a hold will be placed on the patron's record as well as on their Library and ILL accounts.
12. If a lending library should levy an overdue fine or a charge for a loan that is lost or damaged during the ILL process, these charges will be passed on to the patron. If a patron fails to pay ILL charges, a hold will be placed on the patron's Stockton record.

Review History:

	Date
Procedure Administrator	08/17/2022
Faculty Senate	05/16/2022