What is Interlibrary Loan?

Interlibrary Loan (ILL) is a service provided to obtain materials which are not available in Keiss Library at Gwynedd Mercy University. Materials necessary for study and research are borrowed from other libraries. The conditions of this service are set forth by the National Interlibrary Loan Code, the policies of Keiss Library, local agreements, and the regulations of the lending institutions.

National and local interlibrary loan codes usually preclude libraries from borrowing and lending the following:
1. Materials owned by Lourdes Library.
2. Textbooks required for current courses.
3. Books published within the last 12 months.
5. Certain dissertations/theses.

Who may use Interlibrary Loan?
Current faculty, staff, and students of Gwynedd Mercy University are eligible to request materials through interlibrary loan. Other users of Lourdes Library must use their own libraries, public, college or school, to fill their requests.

What may be requested?
Books and some materials reproduced in microform may be borrowed. Photocopies of periodical articles or sections of non-circulating materials may be requested in accordance with U.S. copyright guidelines. Materials owned by Keiss Library may not be requested.

How are Interlibrary Loan requests submitted?
Requests can be submitted online for books and articles. There are also paper forms available at the reference desk.

How long does Interlibrary Loan take?
Most materials are received from libraries in Pennsylvania within one to two weeks. Materials that are available from sources out of state may take longer to obtain. Requesters are encouraged to plan ahead when submitting requests.

Is there a charge for Interlibrary Loan?
There is a no fee for this service unless the lending institution will charge us more than $25.00
for each item you are requesting. We will let you know if a fee will be charged prior to ordering
the item for you.

**How will I know when materials arrive?**
You will be notified by email when the materials are received. The material will be held for you
at the Circulation Desk. Costs must be paid upon receipt of materials. When using the library,
please check at the Circulation Desk to see if your material has arrived.

Loan periods are set by the lending library. Books should be returned to the circulation desk on
or before the due date. There is a $1.00 per day fine on overdue interlibrary loan books.