

Ordering:

- The Interlibrary Loan Unit will not accept more than five (5) requests per person per day. This includes any combination of books and photocopy requests.
- Due to copyright law, no more than two (2) requests from the same journal title dated during the last five years can be accepted.
- Interlibrary Loan will not order the following items:
 - a) textbooks which are currently being used by classes at Western Illinois University and are on the WIU Bookstore textbook list
 - b) items on reserve
 - c) any item found on the shelves of the WIU Main Library or any of its branches
 - d) duplicate requests from one patron.
- Interlibrary Loan will not accept orders for materials via the phone for WIU patrons. Patrons may request items by sending requests through the mail, in person, electronic forms, ILLINET Online (books only) or FirstSearch.

Notification and Pick-up:

- Books – a card or email will be sent to patron when an item is received. The patron must bring the card or university ID to ILL to receive the item.
- Photocopy – Photocopy requested for a patron will be mailed to them or they will be notified by email to go to a website to retrieve their article. If there is a charge, the patron will receive a card in the mail. They should bring the card to the ILL Unit and pay for the photocopy at that time.

Charges/Payment:

- Patrons must pay for items before receiving them. If item is not picked-up and paid for, they will be entered as a problem patron on the database.
- Interlibrary Loan will not bill University accounts. Cash or personal checks will be accepted. Checks may be made out to WIU.

Policy for Interlibrary Loan Use, Cont.

Library Use Only Materials:

- All “In Library Use Only” materials cannot be taken out of the Library. The patron will leave an ID while using the material. Patron is responsible for the condition of the material when returned.
- Use of nonprint material will be subject to conditions of the lending library. This usually means that this material will be restricted to “In Library Use Only”.

Return of Interlibrary Loan Material:

- Books should be returned to the Interlibrary Loan Desk or if closed, the Circulation Desk.
- Interlibrary Loan materials should not be placed in the book drops.

Renewal of Interlibrary Loan Material:

- Books must be brought to the Interlibrary Loan Unit for renewal if the book contains a blue slip. If the book contains a purple/pink slip, the patron can renew their book on Illinet Online by going to their “My Account”. Instructions are available on the WIU library website.
- Books will not be renewed over the phone.

Photocopy Rush Requests:

- A patron requesting a rush (material needed within a three working day period) will be charged a \$5.00 fee per request. The fee must be paid in advance between 8:00 a.m. and 5:00 p.m. Monday through Friday. The fee is nonrefundable. Books cannot be rushed.