Interlibrary Loans Policy

ILL Policy for Mount Allison Students
ILL Policy for Faculty, Staff & Other Non-student Borrowers
Tips and Instructions

INTERLIBRARY LOANS POLICY PERTAINING TO MOUNT ALLISON STUDENTS

The Mount Allison University Libraries will endeavour to obtain from another library any research materials that the Libraries do not own or to which we do not have electronic access.

The purpose of the Interlibrary Loan service is to support scholarly work within the teaching and research priorities of the University by enhancing the Libraries’ collections through provision of materials held in other libraries.

Please note that Interlibrary Loans service is dependent on the generosity of other libraries. As a result, this policy attempts to take into account the varying practices and policies of lending institutions.

The Library subsidizes student Interlibrary Loan requests for academic course work.

Interlibrary Loans from Canadian libraries usually arrive within 1 to 2 weeks. International Interlibrary Loans take considerably longer to obtain and may not be a viable option for 3 credit or one term courses.

Students undertaking work in independent study courses, special topics courses or thesis work on topics in areas where the Library has little or no resources are urged to meet jointly with a Librarian and their instructor early in the term to discuss what Interlibrary Loan service and other Library resources and services may be required.

INTERLIBRARY LOANS POLICY PERTAINING TO FACULTY, STAFF AND OTHER NON-STUDENT BORROWERS

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Please note that Interlibrary Loans service is dependent on the generosity of other libraries. As a result, this policy attempts to take into account the varying practices and policies of lending institutions.

The University fully absorbs the cost of faculty (including retired faculty) Interlibrary Loans.

The support of the work of students, faculty and staff is the first priority of the University Libraries’ Interlibrary Loan service. Interlibrary Loan requests from students, faculty and staff for personal use will be accepted and processed as time permits and at cost to the requester.

Requests from community borrowers will be accepted and processed as time permits. There is a non-refundable processing fee of $10.00 per request. Any additional charges associated with the requests are the responsibility of the requester.

**Tips and Instructions for Mount Allison Library Users requesting Interlibrary Loans:**

Check the Library Catalogues to be sure that the material needed is not owned by the MTA Libraries or available electronically through the Libraries. Please feel free to ask a Librarian if you are not certain whether or not the item you need is available.

If you only have an abbreviated journal title, try searching for that abbreviation in the Library catalogue. If you cannot find the journal using the abbreviation, you may look up the complete title of the journal in Periodical Title Abbreviations (Z 6945 .A2 P47 2003 REF) or ask a Librarian for assistance.

If the item is a chapter in a book, check the Library Catalogue for the title of the book, not the chapter.

If a book is charged out, you may place a HOLD on the book or ask at the Circulation Desk for the book to be RECALLED.

If the request is for a book published before 1980, check the Library’s Card Catalogue as well as the Online Catalogue.

Complete all relevant sections of the Interlibrary Loan request form. Only one request per form, please.

If you are using the print version of the ILL form, please submit your request to the Circulation Desk in the Main Library.

If the item requested is available at the Mount Allison University Libraries, you will be notified where the item is located or accessible.
Unless you have selected another delivery option, when an interlibrary loan item arrives, you will be notified by e-mail that it is available for pick-up at the Circulation Desk in the Main Library.

Please return books to the Circulation Desk on or before the due date. Photocopies of articles are for you to keep.

Please note that Copyright prohibits ILL requests for more than 1 article from a single journal issue.

We regret that we may be unable to obtain from lending institutions the following types of material through Interlibrary Loan:

- Newly published books
  (may not yet be available; longer than usual delays may occur)

- Entire issues of journals
- Reference books
- A-V materials (videos, slides, CDs, etc.)
- Rare books (unless on microform)
  (lending institutions do not usually lend these types of materials)

- Non-Canadian theses
  (may not be available; may be very expensive to obtain; if available, longer than usual delays may occur)