Interlibrary Loan Policy

MISSION
The purpose of interlibrary loan services is to obtain, for research or serious study, materials that are not available at the Gordon B. Olson Library. As a result, requests for items such as fiction and popular reading materials will be filled as time and workload allows. In Interlibrary Loan, library materials, or a copy of the materials, are requested by one library and provided by another.

ELIGIBILITY
Faculty members, staff, graduate students and undergraduate students with library accounts in good standing may request materials through interlibrary loan. Requests will only be made for items that we do not own, and items that are not on reserve for a course. Priority will be given to research-oriented requests.

LIMITATIONS ON LOANS
The following types of materials cannot usually be obtained through interlibrary loan:

1. Rare or valuable materials
2. Bulky/fragile items that are difficult or expensive to ship
3. New popular fiction, new popular non-fiction or any other materials in high demand
4. Entire issues or volumes of journals

WAITING PERIOD
Due to the nature of interlibrary loan, it may take up to two weeks from the time an item is requested until the time the item arrives in the library. The ILL Department will attempt to send out all requests within 3 working days of receipt. However, timing depends on the workload and turn-around time of the lending institution. Libraries in the ODIN network often lend items faster than libraries outside of the network. Please keep this in mind when ordering materials. Loan items will be held until two days prior to the due date.

FOR MORE INFORMATION
Please stop in at 500 University Ave. W., Minot, ND 58707, call us at 701-858-3201, or visit our web page at www.minotstateu.edu/library.

REGULAR LIBRARY HOURS
Monday—Thursday 7:30 A.M. – 10 P.M.
Friday 7:30 A.M. – 4:30 P.M.
Saturday 10 A.M. – 6 P.M.
Sunday 1 – 9 P.M.

For interim, summer, and finals hours, please call us at:
  Hours Line: 701-858-3029
  or check our homepage at
  http://www.minotstateu.edu/library

Extended hours areas, including the computer labs and study rooms are open until midnight Sunday through Thursday.

www.minotstateu.edu
1-800-777-0750 ext. 3201
DURATION OF LOANS
The lending library sets the due date for the materials it loans. This date is anywhere from two to four weeks. Please remember that materials are subject to recalls at any time.

RENEWALS
If the lending institution allows a renewal, it must be requested three (3) days prior to the due date. This is so we have time to contact the lending library and ask for a renewal. Only one renewal request per item will be allowed.

OVERDUE FINES AND FEES
Failure to return items on-time jeopardizes the library's chances of borrowing from another library in the future. The fine for a late ILL is $1.00 per day up to $10 total per item. After 30 days, the item is considered to be lost and a non-refundable fee of $20 is charged to the patron in addition to overdue fees and the patron's library account is blocked. As a result, the patron will not be able to renew materials or check out any books or course reserves materials, nor will s/he be able to order interlibrary loans. There is no grace period for interlibrary loans. Fines accrue from the first day that it is overdue.

RESTRICTIONS ON USE
Lending libraries may place restrictions on use of materials. These include using the materials only in the library or not allowing the materials to be photocopied. Please be aware that the Gordon B. Olson Library is bound by these restrictions.

COST
Interlibrary loan staff makes every attempt to obtain materials free of charge; however there are some instances where the lending library charges a fee. The Gordon B. Olson Library will pay up to $5. The patron is responsible for any costs above that amount. We will not order anything associated with a fee without prior approval from the patron. All fees will be added to the patron's record and may be paid at the circulation desk.

Patrons are responsible for the safety of interlibrary loan materials. Patrons will be charged for lost or damaged items in accordance with the lending institution.

REQUESTING MATERIALS
1. Check ODIN to make sure that we do not have the item
2. Fill out and submit either the online form in ODIN or the printed form at the Information desk
Note: there is one item request per form.

RECEIVING MATERIALS
When the requested material arrives, the patron will be notified via U.S. Mail. Loan items will be held until two days prior to the due date.

In the case of articles received electronically, they will be sent directly to the patron via email. Articles that we cannot send electronically will be held for four weeks.

If a patron continually fails to pick up items, s/he will not be able to order materials via interlibrary loan.

If the library cannot fill a request, the patron will be notified by U.S. Mail.

FURTHER INFORMATION
For further information, please contact the Access Services Librarian or the interlibrary loan staff.
Phone: 701-858-3201
Email: ill@minotstateu.edu