NORTHERN ILLINOIS UNIVERSITY LIBRARIES POLICY:
Interlibrary Loan/Information Delivery Services Policy
APPROVED BY: Management Team
EFFECTIVE:
REVISION DATES: 12/14, 04/16

PURPOSE
The Information Delivery Services Department provides Northern Illinois University faculty, staff, and students with access to library materials not available in the Northern Illinois University Libraries. The IDS Department also provides materials available in the Northern Illinois University Libraries to other libraries and institutions that do not have access to these materials.

INTERLIBRARY LOAN CODES and AGREEMENTS, and COPYRIGHT LAWS
Interlibrary loan practices are governed by conditions set forth in international, national, state, regional, and local interlibrary loan codes or agreements. Northern Illinois University Libraries adheres to the following interlibrary loan codes/agreements, and US laws:

Copyright Law of the United States
Title 17, United States Code

International
British Lending Library
Canadian Library System

National
Center for Research Libraries (CRL)
Committee on Institutional Cooperation (CIC)
Interlibrary Loan Code (American Library Association)
OCLC (Online Computer Library Center)

State
ILLINET Interlibrary Loan Code
ILLINET Online Library Resource Sharing Code
CARLI Membership Bylaws

BORROWING POLICIES

Eligibility
Borrower categories 1-3 of the NIU Libraries Circulation Policy, as well as Friends of the NIU Library, are eligible for ILL services. This includes all faculty, staff, students, retired faculty and operating staff, emeritus faculty, and Friends of the Library. Courtesy Card holders are not eligible for Information Delivery Services.
Availability
Books, photocopies of articles, and some microforms are generally available through interlibrary loan.

The following materials usually are not available through interlibrary loan.
- Rare, archival, or fragile library materials
- Reference books
- E-books
- Whole issues or volumes of periodicals (although older issues and volumes are sometimes available)
- Some non-book formats including computer software, compact discs, or CD-ROMS
- Genealogies, textbooks, and other specialized library materials have limited availability

CONFIDENTIALITY OF LIBRARY RECORDS
All library user records pertaining to the use of interlibrary loan services are confidential. For a more detailed statement on confidentiality of library records consult the University Libraries Confidentiality of Library Records Policy.

GUIDELINES FOR PROVISION OF SERVICES
Borrowing Services (i.e., receiving library materials from other libraries)
1. To initiate a request, an individual must submit the request by using the appropriate electronic form in ILLiad for each item requested.
2. Complete citations are required, to the extent possible, for each request, and sources of citations are required for article requests.
3. No telephone requests will be accepted.

Books
- Individuals will be notified when their interlibrary loan books are available for use or pickup. I-Share books must be picked up within three weeks of arrival. ILLiad books will be sent back to their home institutions by their due dates if they have not been picked up.
- Borrowers may request renewal of interlibrary loan books; however, renewals are at the discretion of the lending library.
- Interlibrary loan materials are subject to immediate recall at any time from the lending library. Patrons failing to respond to a recall will have borrowing privileges suspended.
- Failure to return materials to the IDS office upon the due date or when requested to do so by phone calls or letters will result in denial of all library privileges, including borrowing privileges from other institutions. Denial of library privileges could also be initiated by other institutions both in Illinois and outside of Illinois for non-return of materials and/or for failure to pay fines, processing fees, or for lost or damaged materials.
- Books or other returnable items borrowed through IDS will not be put on reserve for class purposes.
- The University Libraries is subject to the interlibrary loan service policies of the lending institution. Users must comply with all restrictions placed on items lent by the lending library. Items marked “In Library Use Only” or “Building Use Only” will be placed on the ILL book shelf in Circulation and checked out from the Circulation Desk. Items marked for “Rare Book Room” or “Special Collections Reading Room Use Only” will be
placed in the Rare Books and Special Collections reading room. The item will be available for use only within the reading room.

**Periodical Articles**
Periodical articles may be supplied as electronic copies stored for a limited time on a library server or as paper copies mailed to the patron. Individuals will be notified of the availability of electronic copies via e-mail.

**Patron Responsibilities for Borrowing Services**
All library users will be billed by mail through the University’s Bursar’s Office (unless a library user has received an invoice of charges directly from another Illinois institution). The University will bill directly to an individual or an authorized university account. Bills for overdue or lost items will include a non-refundable processing fee of $10 for every item that is billed. Library users are responsible for all charges incurred and subject to the university billing and collection policies. No cash or credit cards are accepted in the IDS office.

**INFORMATION FOR BORROWING LIBRARIES**

**Fees/Billing Payments**
1. The borrowing library is fiscally responsible for all damages and replacement costs of library materials on loan to them from the NIU Libraries.
2. Borrowing libraries are subject to the fees as specified in the Appendix. This includes a minimum service charge for filled photocopy requests, photocopy page charges, and fax charges. Exceptions: Borrowing institutions covered under interlibrary loan codes or agreements.
3. Non-payment of bills may result in the suspension of interlibrary loan services to a borrowing library.

**Interlibrary Loan Address:**
Northern Illinois University
Founders Memorial Library, Room 127
Information Delivery Services
DeKalb, IL 60115

**Interlibrary Loan Telephone:** (815)753-9842

**Odyssey:** 206.107.43.115

**NUC Code:** IdeKN

**Acceptable Methods of Transmission:**
OCLC SYMBOL: JNA
ALA form: Yes
Telephone: No
Facsimile?: Yes, 815-753-2003
Fax charge: $5.00 + copy charges (No copy charge for libraries with reciprocal agreement).
Overnight delivery: Yes
Average Turnaround Time
(i.e., average no. of days from receipt of request till shipment of item): 3 days

Books:
Lend in-print books: Yes
Length of Loan: 4 weeks (may be longer for CARLI/I-SHARE patrons)
Renewals: 3 renewals of 4 weeks
New books: Only after 6 months
Minimum charge: Minimum $20, or whatever cost the borrowing library would charge to lend, whichever is greater
Searching fee: None
Postage charge: No

Periodicals (Lend?):
Bound: Sometimes
Unbound: No

Newspapers:
Bound: No
Unbound: No

Film: Yes

Doctoral Dissertations:
Exceptions: Circulating copy only
Length of loan: 4 weeks
Renewals: 4 weeks
Copies available from:
Our library: Yes
University Microfilms: since 1964

Master’s Theses:
Exceptions: Circulating copy only
Length of loan: 4 weeks
Renewals: 4 weeks

Technical Reports: Yes

Computer Software: No

Government Documents:
U.S.: Yes
Depository since: 1960
U.N.: Yes
Depository since: Not applicable
State: Yes
Depository since: Not applicable
Foreign: Yes

**Microforms:**
Microfilms: Yes
Microfiche: Yes
Microprint: Yes

**Audiovisual Materials:**
Films: Yes
Records/CDs: No, except by special arrangement
Audiocassettes: Yes, if in the general collection
Video recordings: Yes
Other (slides, filmstrips, etc.): No, except by special arrangement

**Photoduplication Service:**
Photo duplication of hardcopy materials: Yes
Charging structure: Minimum $15.00 for 1-50 pages; additional $7.00 for increments of 50 pages. (No copy charge to ILLINET members or libraries with written reciprocal agreement.)
Minimum charge: $15.00, or whatever cost the borrowing institution would charge for lend, whichever is greater
Handling charge: none
Searching fee: none
Charge for cost estimate: none
Postage charge: No
Hard copies from microforms: Yes
Charging structure: Minimum $15.00 for 1-50 pages; additional $7.00 for increments of 50 pages. (No copy charge to ILLINET members or libraries with written reciprocal agreement.)
Minimum charge: $15.00, or whatever cost the borrowing institution would charge for lend, whichever is greater
Handling charge: none
Searching fee: none
Charge for cost estimate: none
Postage charge: No

**Billing Procedures:**
Require prepayment: No
Invoice with item: No
Invoice to follow: Yes
Accept IFM: Yes
Accept IFLA: Yes
Accept Credit Card: No
Replacement fee: $60.00 or the cost of the book, whichever is greater
Packing Requirements for Mailing:
Accept jiffy bags: Yes
Accept boxes only: No
Insurance required: No
Other: none

Service Suspended During Christmas Holidays?
Yes (from approximately Dec. 20 to Jan. 3)

Do We Lend to Foreign Libraries?
Canada: Yes
Australia: Yes
South America: Yes
Europe: Yes
Asia: Yes
Africa: Yes

Are There Any Groups of Libraries for Which We Waive Fees?
ILLINET and LVIS members
Libraries with signed reciprocal agreements