

Interlibrary Loan Policies and Procedures

General

CSU Libraries actively encourages and participates in activities which foster the sharing of library materials so that our users have access to a wider range of information. However, there are expenses required to fulfill these services, so patrons are asked to use discretion when placing Interlibrary Loan (ILL) requests.

CSU Libraries will try to borrow materials or secure photocopies of journal articles for patrons, understanding that they will abide by library policies. Interlibrary Loans are a privilege, not a right. The lending library expects and deserves to have borrowed material returned on time. If our library abuses the Interlibrary Loan code, a lending library could refuse to furnish materials to our library. If a patron abuses the Interlibrary Loan code, we reserve the right to revoke that patron's Interlibrary Loan privileges.

Eligibility

- Interlibrary Loan is available to current faculty, staff, and students at Columbus State University.
- Alumni, students attending local universities/colleges, and retired faculty will not be allowed Interlibrary Loan privileges.

Requests

- All Interlibrary Loan requests should be submitted via the Interlibrary Loan portal.
- Requests for books available in either Columbus State University Libraries or via GIL Express will be canceled.
- Requests for articles available in either Columbus State University Libraries or via GALILEO will be canceled.
- Patrons are limited to 5 ILL requests per day. Even then, the Interlibrary Loan Department will determine request priorities when numerous requests are made by the same person.
- Patrons will be notified via email when the requested resource is ready to be picked up.
- Items not normally borrowed include whole volumes/issues of periodicals, reference books, and archived material.
- For more information, please refer to the [Instructions for Submitting an Interlibrary Loan Request](#).

Pickup

- Books obtained through Interlibrary Loan must be picked up and returned at the Service Desk. For pick up, either the person placing the request or that individual's authorized user must present their CSU ID. Music Library patrons will pick up requests at the Music Library unless other arrangements have been made. Patrons who do not pick up materials, pay their charges on time, and/or return borrowed materials on time may have their Interlibrary Loan privileges revoked.
- Articles will be delivered electronically via the web server. Patrons will have 30 days to view, download, or print the document. The document will be automatically deleted after this time.

Charges

- The patron is responsible for any fees (damage, replacement, etc.) that may be incurred, regardless of when the material arrives. Non-payment of such fees may result in a block being placed on the patron's request for transcripts and their attempt to register for classes and/or graduate.
- Fees for requested items must be paid in person using a credit card or by paying online using the [online payment portal](#).

Renewals

Renewal requests should be placed online via the Interlibrary Loan portal at least a week before the book is due.

For Interlibrary Loan policies specific to the Music Library, please see the Music Library Interlibrary Loan policies.