

 HEALTH SCIENCES LIBRARY & INFORMATICS CENTER	Policy: Interlibrary Loan	Policy #
	External <input checked="" type="checkbox"/> Internal <input type="checkbox"/> (check one)	Date Approved: 9/10/2018
	Submitted by: Tim Mey Approved by: OMT	Date Reviewed:
		Date Revised:

Interlibrary Loan and Document Delivery

Purpose/Objectives:

The Health Sciences Library and Informatics Center (HSLIC) supports the research, education, and clinical information needs of Health Sciences Center (HSC) students, faculty and staff. In order to expand and promote information accessibility, the interlibrary loan (ILL) service obtains research materials not available at HSLIC. In addition, the document delivery service provides digital copies of articles and book chapters (less than 50 pages) from the HSLIC collection directly to HSC users.

Eligibility

Current HSC students, faculty, staff and affiliates, in good standing, may request research materials through ILL. UNM students, faculty and staff with no HSC role must request materials through the UNM University Libraries Interlibrary Loan Department. Distance education students may submit copy requests, but need to place book requests with their local public library if they are unable to pick up books at HSLIC. Interlibrary Loan is not available to holders of NMCAL Passports.

Document Delivery is available for purchase to users with no active UNM affiliation, and interested parties must set up a Non-Student Accounts Receivable account through the UNM Controller's Office. See the HSLIC website for the full fee schedule. Requests are limited to articles in the Library's collection, i.e., the Library will not incur charges to borrow items on the requestor's behalf, and the library will not borrow books for unaffiliated users.

Cost & Limit

HSLIC assumes the cost for providing this service—there is no fee for HSC patrons to place borrowing and document delivery requests.

The number of active requests per user is limited to twenty. Active requests includes any that are currently in processing.

Ordering and Receiving

Borrowing requests must be submitted through the interlibrary loan system (ILLiad) and will be processed 8am to 5pm, Monday through Friday. Requests submitted outside of the system will not be accepted.

Items that may be borrowed include: articles, books, book chapters, conference proceedings.

The lending library determines the due date and renewal policy for books.

Books must be returned to the HSLIC book drop or circulation desk on or before the due date. Patrons are responsible for any charges incurred due to late or lost books. The library refers these charges to the UNM Bursar's Office, which issues an invoice to the user.

Processing time

HSLIC cannot guarantee delivery time of any item. Requests should be placed well in advance of when they are needed.

- Requests from HSLIC collections (document delivery) will usually be filled within three business days.
- Requests made to institutions other than HSLIC generally take longer. HSLIC cannot control the amount of time required to fill these requests.
 - Articles and book chapters are commonly filled within three business days.
 - Books may take up to two weeks.

Restrictions

Interlibrary loan supports the research of HSC students, faculty and staff, and is not intended to replace the personal acquisition of exam prep materials or required readings for courses. HSLIC will not acquire the following items through interlibrary loan:

- Audiovisual materials, including DVDs
- Books required for HSC courses and required readings
- Exam prep materials
- Items currently on Reserve
- Books that are available through other UNM Libraries
- Previous editions of books in the HSLIC collection
- Print format of ebooks in the HSLIC collection
- Document delivery articles or chapters longer than 50 pages