



Interlibrary Loan Quick Facts

ELIOT D. PRATT LIBRARY

Can't find something in our collection or in your local library?
We might be able to borrow it from another library.

<p>HOW-TO REQUEST MATERIALS VIA INTERLIBRARY LOAN (ILL)</p> <p>For school related materials only</p> <p>Textbooks & audiovisual materials are limited</p> <p>Requests for print copies of eBooks ONLY with accommodation from Academic Services</p>	<p>For Books: Check the Library Catalog first catalog.goddard.edu</p> <p>For Articles: Check our Journal Collections first lits.goddard.edu/research/#articles</p> <p>THEN</p> <p>Access all Interlibrary Loan Resources & How-Tos on the LITS website: lits.goddard.edu/research/#ill</p>
<p>TRACKING YOUR REQUESTS</p>	<p>not available - Make a list for your records. We will contact you if a request cannot be filled.</p>
<p>QUESTIONS?</p>	<p>Please ask! library@goddard.edu</p>

ARTICLE REQUESTS	
<p>LOAN PERIOD</p>	<p>N/A - articles are yours to keep</p>
<p>ITEM LIMIT</p>	<p>5 at a time</p>
<p>HOW LONG DOES IT TAKE</p>	<p>at least 3-5 days to get to you</p>

BOOK REQUESTS	
<p>LOAN PERIOD</p>	<p>Varies - due date set by lending library, but, usually 2-3 weeks</p> <p>Lenders may recall books early (rare)</p> <p>ILL at your local library may give you more time</p>
<p>ITEM LIMIT</p>	<p>5 per semester</p> <p>ILL at your local library if you run out</p>
<p>RENEWAL</p>	<p>no renewals</p>
<p>COST</p>	<p>you pay return shipping only</p>
<p>OVERDUE FINES</p>	<p>no overdue fines BUT</p> <p>privileges revoked if items consistently late, lost or damaged</p>
<p>REPLACEMENT + PROCESSING FEES PER ITEM FOR VERY LATE, LOST, OR DAMAGED ITEMS</p>	<p>28 days overdue, lost, or damaged</p> <p>your account will be charged:</p> <p>\$50 replacement fee or actual cost if greater (refundable if returned within 6 months)</p> <p>\$20 processing fee (nonrefundable)</p>
<p>HOW LONG DOES IT TAKE</p>	<p>at least 7-10 days to get to you.</p>
<p>HOW WILL I RECEIVE IT</p>	<p>USPS Priority Mail</p> <p>Make sure your address on file is up to date</p>
<p>PAPERWORK WITH ILL'S</p>	<p>Return all paperwork that came with it</p>
<p>WHERE TO RETURN ITEMS</p>	<p>Goddard College Eliot D Pratt Library 123 Pitkin Rd Plainfield, VT 05667-9432</p>
<p>HOW TO RETURN IN THE MAIL</p>	<p>package securely & insure for \$70/item</p> <p>You are responsible for items received at your address until they are back in our hands</p>

