

Borrowing from Other Libraries

Last Updated Monday, 08 June 2009

Ways to Borrow Materials from Other Libraries:

University of Tennessee Libraries:

UTC students, faculty, and staff can check out items at any of the schools in the University of Tennessee system by presenting your Mocs Card at the Circulation Desk of the library you are visiting. Please be aware that the other library will need to contact us regarding your current employment/enrollment and that your contact information will need to be manually entered into their system by library staff.

Tennessee Board of Regents Libraries:

UTC students, faculty, and staff can check out items at any of the schools in the Tennessee Board of Regents system by applying for a TBR/UT Borrowing Card. BEFORE visiting a TBR library, first visit the Circulation Desk at Lupton Library, present your MOCS card and receive a TBR/UT Library Card. The card is good at all TBR libraries until its expiration date. You may renew the card when it expires by returning to the Lupton Library Circulation Desk to have your information updated.

Ordering Items from Other Libraries:

UTC students, faculty, and staff can access many books and articles not owned by Lupton Library through our InterLibrary Loan (ILL) and document delivery services. ILLIAD is the online system Lupton Library uses to receive and track your ILL requests.

To help us find the precise item you need, please be as accurate and complete as possible when filling out the ILL request form. The following information is particularly important:

- Exact title of book, or journal and article
- ISBN (books): The International Standard Book Number (ISBN) designates a specific book.
- ISSN (journal articles): The International Standard Serial Number (ISSN) designates a specific journal.
- Copyright Restrictions Statement (journal articles only): This statement must be adhered to by all patrons requesting ILL services. Paper ILL forms on which the copyright statement has not been signed will not be processed.
- Date Publication is Needed: The Library will no longer try to obtain the requested item after this date.

The Library accepts a maximum of 10 requests per person per week.

Eligibility:

InterLibrary Services are available to the following persons:

- Currently employed UTC faculty and staff
- Currently enrolled UTC graduate and undergraduate students

All others may obtain such services through the public library in the community where they reside.

Restrictions:

Conditions governing items acquired from other libraries are determined by the policies of the lending library, by U.S. copyright law, and by national, regional, and state guidelines.

Items that may not be available from other libraries include:

- Rare or expensive items, such as manuscripts
- Unique items that would be difficult or impossible to replace
- Bulky or fragile items that are difficult or expensive to ship
- Items that are in high demand at the lending library
- Reference books, entire issues or volumes of journals, audiovisual items, and dissertations

Costs:

Eligible ILL users are not responsible for ILL borrowing charges (within reason).

Turnaround Time:

Average turnaround time is 7 to 14 days. The turnaround time is determined by the speed with which Lupton Library and

the lending library can process the request and the amount of time it takes to deliver the item.

Loan Periods:

Loan periods for ILL items are established by the lending libraries. An average ILL loan period is 14 days.

Renewals:

To request a renewal, the user should:

- Logon to the ILLiad system
- Click on "View/Renew Checked Out Items"
- Click on the transaction number for the item to be renewed
- Click on "Request Renewal"

Once the user has successfully requested a renewal, the item due date listed in ILLiad will automatically be extended by 14 days.

If the renewal is approved by the lending library, the record in ILLiad will be adjusted to reflect the new due date as determined by the lending library. If the renewal is not granted by the lending library, the patron will be contacted by ILL staff regarding return of the item.

Because the lending library determines whether or not a renewal will be granted, all renewal requests should be submitted 3 to 4 days before an item is due.

Overdue/Lost Materials:

Charges for lost or overdue ILL materials are determined by the lending libraries and are passed on directly to the ILL user.

Non-return of ILL materials or non-payment of fines and fees associated with ILL will result in:

- Suspension of all Lupton Library privileges
- Prevention from registering for classes, receiving transcripts, and/or graduating

Article Delivery:

All articles requested through Lupton Library's Interlibrary Loan service will be delivered electronically to the requesting patron's ILLiad account. When an article is posted, the user will receive e-mail instructions to logon to ILLiad (<http://illiad.lib.utc.edu/>) and view the article.

Articles delivered electronically will remain available for 21 days from the date the notification email is sent.

Pick Ups:

The user will be notified by e-mail or telephone when requested items arrive. ILL books should be picked up at the Circulation Desk (patron will need his or her MOCS Card).

Returns:

Please return all ILL items directly to the Circulation Desk during operating hours (not the Library's outdoor book drop).

Need further Assistance???

Please contact the Interlibrary Loan Department: Phone: (423) 425-4739 Email: ill@utc.edu Mail: UTC Lupton Library, ILL615 McCallie Ave, Dept. 6456 Chattanooga, TN 37403