

Interlibrary Loan

If the University Library does not own the materials you need for your research, we may be able to locate them for you through our interlibrary loan (ILL) service.

General Information

- * You must be a current EMU student, faculty member or staff member to use our ILL service.
- * Generally, the ILL service is free of charge. We will contact you for permission if there are charges for your requests.
- * You may not request materials that the University Library owns, even if the items are currently checked out.
- * All requests must be for classroom or research purposes.
- * You must observe all copyright restrictions.
- * You may have up to five active requests at one time.
- * ***You should allow around two weeks for your materials to arrive.*** *If you need the items sooner, contact the Information/Reference Desk at 487.0020, x2100 or libref@emich.edu, or stop by the Information/Reference Desk on the first level. We may be able to find other, equally useful and readily available sources of information for you.*

Requesting ILL Materials

The quickest and easiest way to request ILL materials is on the Web. We have two online request forms: one for books, theses and dissertations, and a second for articles from journals, magazines and newspapers.

Books, Dissertations and Theses:
www.emich.edu/halle/ill/ill_books.html

Journal, magazine or newspaper articles: www.emich.edu/halle/ill/ill_periodicals.html

If you are unable to use our online forms, please stop by the Information/Reference Desk on the first level for assistance.

Rush Requests

It often takes up to two weeks to receive materials from other libraries. If you need materials within 48 hours, stop by the Information/Reference Desk on the first level to fill out the necessary forms. Fees for rush services are \$10-\$40.

Checking Out ILL Materials

When your materials arrive at the Library, the ILL Office will contact you. To pick up your materials, stop by the Circulation Desk on the first level of the Library with your EMU ID/Eagle OneCard. If there was a fee for your request, you must pay it before you check out the materials.

Photocopies generally are your property, with the exception of some dissertations or theses. Other items have due dates set by the lending library. Many ILL items can be renewed, but you must renew the item at least seven days before the due date. Overdue items are charged the rate of 60¢ per item per day.

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Alternatives to Interlibrary Loan

The University Library has borrowing agreements with several area public and academic libraries. It may be faster for you to take advantage of these programs rather than use our ILL services. For more information, contact the Information/Reference Desk on the first level (734.487.0020, x2100 or libref@emich.edu).

Help

If you need assistance completing the online ILL forms, please stop by the Library's Information/Reference Desk on the first level, call 734.487.0020, x2100 or e-mail us at libref@online.emich.edu. We can also help you search for similar sources of information that you can use immediately.

Questions about Your ILL Request

If you have questions about the status of your interlibrary loan requests, please send e-mail to library_ill@emich.edu or phone 734.487.0020, x2052.