

DISTANCE LEARNING SERVICES

Interlibrary Loan Services locates and delivers library material to UF's distance learners.

WHO are the Distance Learning patrons?

- Individuals enrolled as UF students or serving as UF faculty members or staff who live outside of Gainesville
- Off-campus IFAS and Research & Education (REC) Centers.

HOW do Distance Learning patrons submit requests?

- Requests are submitted online via ILLiad:
<http://illiad.uflib.ufl.edu/illiad>

WHAT can be requested?

- Materials owned by UF Libraries in Gainesville.
- Materials not owned by UF but available via Interlibrary Loan from other libraries.

WHAT does Distance Learning service cost?

- All requests for articles are free up to \$50.
- Books will be shipped via UPS. Patrons are responsible for return shipping costs.

✓ Quick Tip

- View the UF Libraries Distance Services Web page for all your information needs —
<http://www.uflib.ufl.edu/distance/>

Interlibrary Loan

245 Library West
Gainesville, FL 32611
Phone: (352) 273-2535
Fax: (352) 392-7598
Email: illoan@uflib.ufl.edu

Hours of Operation:

Mon. – Fri. 8:00 a.m. – 7:00 p.m.
(Check libraries' website for intersession hours)

Web Pages

ILLiad: <http://illiad.uflib.ufl.edu/illiad/>

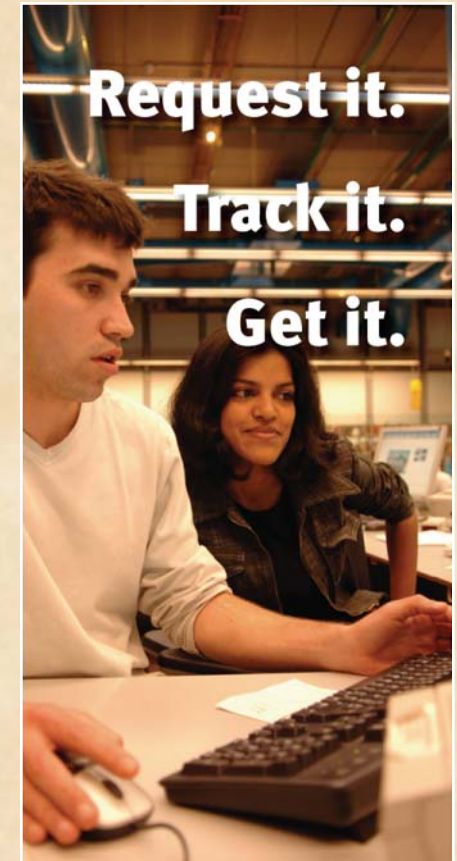
UF UNIVERSITY of
FLORIDA

**GEORGE A. SMATHERS
LIBRARIES**

07/08

Interlibrary Loan Services

at the
University of Florida



UF UNIVERSITY of
FLORIDA

**GEORGE A. SMATHERS
LIBRARIES**

BORROWING SERVICES

Interlibrary Loan (ILL) locates and borrows materials not owned by the UF Libraries.

WHO may use interlibrary loan?

- University of Florida faculty, staff, graduate students, undergraduates, distance learning students, faculty and staff.
- Off-campus IFAS Research and Education Centers staff affiliated with the university.

Exceptions:

If you are affiliated with Veterinary Medicine, Dentistry, Pharmacy, Nursing, Medicine or Public Health and Human Performance, please contact the Health Science Center Library.

If you are affiliated with the College of Law, please contact the Legal Information Center.

HOW do you use the ILL system?

- 1) Create an account at <http://illiad.uflib.ufl.edu/illiad>
- 2) Select "First Time Users: Create Account."
Enter your UF-ID number and complete your profile information.

✓ Quick Tip

- Before submitting a request for an article or a book check the UF catalog at <http://www.uflib.ufl.edu> to ensure that UF does not own the item.
- For processing of requests enter the complete citation.
- For citation verification, use Ask A Librarian services – <http://www.uflib.ufl.edu/ask.html>

WHAT types of materials are difficult to borrow?

- Rare or old items
- Newly published items
- Theses and dissertations
(*check our Proquest full-text database*)
- Newspapers
- Genealogical materials
- Audio/visual materials
- Popular books/videos

✓ Quick Tip

- ILL is not able to request course textbooks or items to be placed on reserve at the libraries.

HOW long will it take to receive materials?

- Articles via electronic delivery take 1-3 days.
- On average, books take 2 to 14 days depending upon lending library.

HOW long may patrons keep ILL materials?

- The usual loan period is two weeks (length of time set by lending library).
- Renewals may be requested online in ILLiad **on or before** the date the item is due. Once an item is overdue, the system will not permit renewals.
- Items are subject to recall.
- ILL privileges are blocked if items are overdue.

WHAT does borrowing cost?

- The UF Libraries will pay up to \$50 per request.
- Replacement costs for lost/damaged items are determined by the lending library, and paid by the patron.

CAN a patron check the status of a request?

- Yes, you can track the status of current requests, review information on past requests, and cancel or modify requests online through your ILLiad account.

HOW do I access my article request?

- Log on to your ILLiad account.
- You have 30 days to view the article.

WHERE do I pick up my books?

Pick up at the circulation desk on the second floor at Library West.