



Interlibrary Loan Frequently Asked Questions

<http://www.regis.edu/library>

What is Interlibrary Loan?

Interlibrary loan (ILL) is a system of borrowing items from libraries other than the Regis University Library. You can also use ILL to have items from Regis Library sent to any Regis Colorado campus, or, if you are a distance student, to your home or work address. ILL is available to all Regis students, faculty and staff.

What is a distance student?

Distance students and faculty are defined as those who are 1) enrolled in or teaching a course or courses at a location other than the Denver Lowell campus of the university *or* 2) completing coursework online or through guided independent study *and* living more than 10 miles from the Lowell campus.

How long does ILL take?

Orders will be processed by Regis staff within 24 hours of receipt. Generally, we receive articles faster than books since lending libraries usually scan articles and send them to us over the internet. The average time for ILL materials to be received is 1-11 working days.

What kinds of materials can I order through ILL?

Generally, books and articles. Most libraries will not lend reference books, videos, audiotapes or other media materials, archival materials, rare books, or items in high demand, such as current best sellers or course textbooks. We reserve the right not to process requests for these types of materials.

Is there a charge for ILL?

There is usually no charge, but lending libraries sometimes charge an ILL fee for supplying materials. Regis will pay the first \$5.00 of any fee. You will be contacted in advance and given the opportunity to cancel your request if the charge is over \$5.00.

How do I order materials through ILL?

You can order materials online using *Prospector*, *WorldCat*, *Article Linker* or the *Interlibrary Loan* request form.

What is *Prospector* and when should I use it?

Prospector is a catalog that includes Regis Library holdings as well as those of other Colorado Libraries and the University of Wyoming. *Prospector* allows you to request books directly from any of these libraries (including Regis libraries) and have them delivered to any Regis campus in Colorado. You can find *Prospector* on the library web page under "Request Books, Articles, etc." or from the "Quick Links" drop-down menu. The average time for a book to be delivered is from three to five days. The login for *Prospector* is your name and student ID number. (Distance students note: *Prospector* cannot be used to have books mailed directly to your home address—you will need to use *Interlibrary Loan*). *Prospector* items are checked out for three weeks and can be renewed once.

What is *WorldCat* and when should I use it?

WorldCat is a unified catalog of over 18,000 libraries worldwide. Available through the "Find Books, DVDs and more" link on the library web page, or the "A-Z database list" in the library "Quick Links." *WorldCat* allows you to make requests by clicking on the "Interlibrary loan or full text" link whenever you are viewing the full record for a book, then on the "Request materials (Interlibrary Loan)" link. If you are a distance student, you can use the "notes" box to specify that you'd like materials sent to your home address or to a Regis extended campus.

What is *Article Linker* and when should I use it?

When you're looking at search results in most Regis Library article databases, you'll sometimes see [Check for full text](#) links. Often, these will lead to the full text of the article in another database, but if you see the message "Sorry, this article is not available at Regis," you can then proceed to the "Interlibrary Loan Login" option and request the article from another library.

What is *Interlibrary Loan* and when should I use it?

You can use Interlibrary Loan to request materials to be borrowed through ILL from other libraries. Or, if you are a distance student and would like to have a Regis-owned item sent to your home or to an extended campus, you can use Interlibrary Loan to specify what you need and where you would like to have it sent. The login for Interlibrary Loan is your RegisNET username and password. You can find Interlibrary Loan on the library web page under "Request Books, Articles, etc." or in the library "Quick Links" drop-down menu.

How do I receive materials?

You will be notified by e-mail or phone when your item is ready to pick up at either Regis library, or at any Regis campus. If we send books to your home address, we will send them by first class mail. You will be responsible for postage to return the books, or you can return them to a Regis campus. Whenever possible, articles will be delivered electronically to your Interlibrary Loan account. There may be exceptions, in which case the article would be mailed to you.

I found an article online, but it was missing all the graphs, tables and illustrations. Can I get a complete copy through ILL?

Yes. First make sure that the article isn't also available as "PDF full-text", which would include all the content. You can request a copy of the article by using Interlibrary Loan, but make sure you add a note in the "additional comments" box stating that you need the article with the graphs and tables.

What do I need to know about copyright?

Copyright guidelines state that a library may request annually no more than five articles per single journal title (for articles published within the past five years). Only one article may be copied from a single issue of a journal dated within the last five years. Therefore, we reserve the right to refuse an ILL request that would place the library in violation of U.S. copyright law.

How long may I keep materials?

Photocopies or PDFs are yours to keep. Due dates for books are set by the lending library, generally 3-4 weeks.

May I renew Interlibrary loans?

The lending library determines whether or not the materials you borrow may be renewed, and that status will be indicated on the ILL band attached to each item. Prospector books may be renewed once via telephone, e-mail, or through the "My Library Account" link in Lumen, the Regis Library catalog, provided another patron is not waiting for the item. Late return of materials jeopardizes the ability of our library to borrow from other libraries in the future, so please return materials by the due date.

Is there a late fee?

ILL materials not returned within 21 days of the due date are assessed a non-refundable \$15.00 late fee. All library privileges will be blocked until the fee is paid. Fees for lost materials are determined by the lending library. Regis-owned materials not returned or renewed within 45 days of the due date are considered "lost" and assessed a \$100.00 fee. Lost Prospector books are assessed a \$100.00 fee; those returned after they have gone to lost status will be assessed a \$25.00 late fee.

Can you show me how to use Interlibrary Loan?

Take a look at the [Interlibrary Loan](#) animated tutorial on the library website.

Other questions?

Contact the Access Services Department at 303-458-4263; 800-388-2366, ext. 4263; or by e-mail at interlib@regis.edu.