

Interlibrary Loan

[Logon to ILLiad to request an item](#)

If your web browser warns you about accepting this website's security certificate, please install the [CSU San Bernardino Root Certificate](#).

The interlibrary loan (ILL) service enables our faculty, students, and staff to borrow titles that are not owned in our collection, titles in our collection but currently checked out, and titles listed as lost/missing. Books that may not be requested include items currently on Reserve in the Library, and which are currently used as textbooks at CSUSB.

Phone	Location	Contact
(909) 537-5093	PL-109	Lee Bayer or Rosemary Navarro

About Interlibrary Loan	Book Request	Article Request	Status of your ILL Request
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Policies and Services

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What is Interlibrary Loan & How to Use it?

The interlibrary loan (ILL) service enables our faculty, students, and staff to borrow titles that are not owned in our collection, titles in our collection but currently checked out, and titles listed as lost/missing. Books that may not be requested include items currently on Reserve in the Library, and which are currently used as textbooks at CSUSB. The ILL service borrows the materials from other CSU libraries, UC libraries and other sources.

The service is usually free to eligible borrowers. In case we must borrow from a lender that charges a fee, the ILL department will contact you before processing the request. You will need to indicate on the form the amount of charges you are willing to pay.

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How is the new ILL system (ILLiad) better than traditional ILL systems?

- You will find it easier to submit your interlibrary loan requests. With ILLiad, you enter your name, address, and other personal information into the system only once, at the time of your first request.
- You can get information about the status of your request through the Web at any time from any location without having to call the Library ILL Service (909-537-5093).
- Library personnel are able to serve you better because all data about your request and its handling is stored in a searchable database. We are able to respond quickly to your inquiries about your request.

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Who can use it?

Only current CSUSB students, faculty, staff, Alumni, and Library Associates may use ILLiad.

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How long does it take?

The delivery time of the ILL items is tied to the lending library's procedures and availability of materials. Please allow 1-2 weeks for receipt of material.

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How much does it cost?

Use of the interlibrary service is generally free to CSUSB students, staff, and faculty except in rare cases where another library may charge and then the patron will be notified first regarding this cost before ordering the item. Alumni and Library Associates pay \$5.00 per filled request plus any charges assessed by the library lending the material. In addition, Alumni and Library Associates will need to fill out an ILL paper request form which is available at the Circulation Desk, first floor of the library.

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Copyright Law of the United States Title 17, United States Code

The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order, if in its judgment, fulfillment of the order would involve

violation of copyright law.

By selecting one of the Request Forms above, you are agreeing to the Interlibrary Loan Policies.

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Regulations and Renewals

- The loan period for books is generally 3 weeks from received date. The due date will be clearly indicated on the ILL wrapper when you pick up the book.
- There are no renewals on books and this is indicated on the ILL wrapper.
- Telephone requests for new interlibrary loans are not accepted.
- Return books directly to the Circulation Desk or place in the book drops inside the Library.
- All Interlibrary Loan materials are subject to recall by the lending library. Patrons must return materials immediately when a recall notice is received.

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Borrower responsibilities

- Return borrowed material on time. Failure to return material on time may result in suspension of ILL privileges or limiting future requests to **Library Use Only**.
- You will be liable for any late charges/demand fees incurred for items not returned on time.
- Take proper care of borrowed material and return it in good condition. You are liable for any lost or damaged material.
- Observe any special conditions set for use of borrowed material. Conditions for use of borrowed materials are set by the lending institution. Special instructions are on the ILL wrapper and may include: a) For Library Use Only; b) Photocopying Not Allowed; c) No Renewals.

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Where to pick up ILL materials

- **Books:** Pick up books at the Circulation Desk, 1st floor Library North. You must show a valid campus ID before picking up ILL material at the Circulation Desk. Faculty only may authorize anyone they choose to pick ILL material under their name but they must first contact Circulation Desk to set up this option. Leave the pink ILL wrapper around the book's cover on at all times. Books are already checked out when you sign for them.
- **Articles:** Articles are delivered electronically and posted in your ILLiad account. You will receive an email notification which will contain the URL for logging on to ILLiad. After logging on, then select View/Download Electronically Received Articles, then select the Transaction # to access the PDF article. The article may be viewed, printed, and/or saved. All articles are automatically deleted in 30 days. Please contact the ILL dept. if you experience any technical issues/difficulties in accessing your article at 909-537-5093 or email lbayer@csusb.edu.
- Additional information on how to use the ILLiad system can be accessed by logging in to [ILLiad](#).

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How to Request Dissertations?

Before requesting a dissertation via interlibrary loan, please search [Dissertations & Theses: Humanities & Social Sciences](#) to see if the library provides access to the dissertation online (only available for 1997-present)

A request can be submitted for a dissertation. The dissertation itself is a book-length manuscript (often over 100 pages in length) written by a student to fulfill the requirements of a PhD degree. If the lending library has a second copy, they may lend it. Dissertations are also available through UMI's dissertation services.

- You may buy a copy via UMI Hotline. The phone number is **1-800-521-3042**. You will need the UMI Order Number. This is provided in *Dissertation Abstracts International*. UMI mails the dissertation to your address within 12-17 working days.
- You can access [UMI's dissertation service](#) on the web. The cost is \$41.00 for unbound shrink-wrapped pages. Please [check the price](#) for different formats. Available formats are microform, paperbound or hardbound.
- **Online ordering** is available through [Dissertation Express](#). The Dissertation Express service gives you the option of buying unbound, shrink-wrapped copies of dissertations and theses from UMI's holdings of over 1,000,000 titles (primarily from the U.S. and Canada). Orders must be prepaid; delivery is ordinarily made within 3-5 days (U.S. and Canada).

Search Dissertations Online

You can search the [ProQuest Digital Dissertation Database](#) for free (citations and abstracts for the past 2 years only).

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What is and is not available through ILL?

Requests Which ILL Will Process		
Books	Articles	Other
<ul style="list-style-type: none">• Books not in our collection• Books in our collection but currently checked out• Books listed as lost/missing in our catalog	<ul style="list-style-type: none">• Articles not in our collection• Articles vandalized, or torn out of issues which are in our collection• Articles from issues and volumes which are marked MISSING in our Library Catalog	ILL will make every attempt to obtain research material in non-book and non-article formats (e.g., music scores, dissertations, video, etc.), but we have mixed success in obtaining these items from other libraries due to <i>THEIR</i> policies

Requests Which ILL Will NOT Process

- Books currently on Reserve
- Textbooks for current classes
- Whole issues/volumes of journals
- Rare, fragile, and special collection books
- Reference books

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