

# INTERLIBRARY LOAN POLICY

## PURPOSE

The mission of the James and Abigail Campbell Library at the University of Hawai'i - West O'ahu (UHWO) is to provide excellent, user-centered service in meeting the information needs of students, faculty and staff. Our goal is to provide users with access to knowledge and to maintain a comfortable and safe learning environment.

The Interlibrary Loan (ILL) service at the University of Hawai'i - West O'ahu (UHWO) allows UHWO students, faculty, and staff to obtain materials not available from our library or from the libraries in the UH System. The materials that may be obtained through our ILL service include: journal and magazine articles, electronic copies of book chapters and print books.

## POLICIES AND GUIDELINES

The following policies and guidelines shall govern the use of the Library for all users:

- [UH Systemwide Student Conduct Code](#)
- [James and Abigail Campbell Library's Acceptable Use Policy](#)

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## TERMS OF USE

**Interlibrary Loan** borrowing privileges are offered to current UHWO students, faculty, and staff. ILL requests are mediated by the interlibrary loan librarian and fulfilled by partner institutions from across the nation.

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## DEFINITIONS

- **Returnable items:** ILL requests for books and other returnable items are only available to faculty and staff.
- **Non-returnable items:** ILL requests for non-returnable items (e-copies of book chapters, journal and magazine articles) are available to students, faculty and staff.

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## GUIDELINES

### Requesting an ILL

- Library users must have less than \$10.00 in library fines to be eligible for ILL services.
- Interlibrary loans can be requested through our [OneSearch](#) UH West Oahu ILL request form generated from the Open URL link in most of our EBSCO and ProQuest databases.
- Requests may also be submitted using one of the forms below:
  - [Article Request Form](#)  
(Available to UHWO students, faculty, and staff)
  - [Book Chapter Request Form](#)  
(Available to UHWO students, faculty, and staff)
  - [Book Request Form](#)  
(Available to UHWO faculty and staff)

### Before Requesting an ILL:

Know that there are certain limitations, some of which are described below:

- Many libraries do not lend reference books, books that need special handling (e.g. rare or special collection items), electronic books, dissertations and theses.
- To request book loans from other UH-System libraries, known as intrasystem loans, UHWO students, faculty, and staff must use the “How to Get it” request form available from the [OneSearch](#) record of the item.

Please email any intrasystem loan (ISL) or interlibrary loan (ILL) related questions to [uhwoill@westoahu-hawaii.libanswers.com](mailto:uhwoill@westoahu-hawaii.libanswers.com)

### Borrowing Procedures

- Electronic articles and book chapters typically take 1-5 business days. Returnable items (books, manuscripts, etc.) take 10 business days or more.
- Individual articles are delivered electronically through an online link. Borrowers are responsible for making back-up copies of their ILL items; the Library will not submit the same request twice.
- Returnable materials (books, manuscripts, etc.) should be picked up at the Circulation Desk. The Library user will be notified by email when an item has arrived, and items are immediately checked out to the requesting user upon its delivery to the Library. Items are held at the Circulation Desk for 7 business days, after which the item will be sent back to the lending library.
- A book sleeve that displays the barcode number temporarily assigned to the item, the item’s due date, and any relevant notes will be attached to the front cover of the book. Book sleeves must be intact at the time of return, so do not remove the sleeve from the book while it is in your possession.

- Loan periods for items are determined by the lending library, as are renewals. Renewal requests must be submitted at least 5 business days before the due date. Renewals are not guaranteed. If your renewal request is not granted you must return the item by the original due date.
- Items may be subject to recall at the discretion of the lending library. If an item is recalled, the borrower has 5 business days to return the item to the Circulation Desk or will be charged a fee of \$0.50 for each day late.
- Returnable materials (books, manuscripts, etc.) borrowed through ILL must be returned to the Circulation Desk and may not be returned in the outside drop-box.

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#### FEE SCHEDULE AND FINES

- Except under very rare circumstances, there is no charge for items borrowed through ILL. You will be informed of any fees before the request is finalized.
- The borrower is responsible for any damaged or lost items, and will be held liable for replacement costs. Replacement costs are set by the lending library.
- Overdue returnable ILL materials will be charged a fee of \$0.50 for each day late. If an overdue fine reaches \$10 the item will be considered lost and you will be charged a lost-item fee and replacement cost set by the lending library. Items delivered electronically do not need to be returned.

#### COPYRIGHT NOTICE

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.

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