

# Interlibrary Loan (ILL)

---

Interlibrary loan (ILL) is a service through which materials not owned by Messiah College may be borrowed from other libraries for use here. Patrons are strongly urged to use our library resources as much as possible although the library staff will do everything possible to locate research materials in other libraries, if needed. Ask for help at the Reference Desk.

## WHO MAY USE THE SERVICE ?

- All Messiah faculty, administrators, staff, current students, faculty spouses, and Friends of Murray Library (Contributor level or higher).
- Services to faculty spouses are limited to scholarly materials.
- Students are restricted to **ten** ILL requests per course per semester. Exceptions should be approved by the course's liaison librarian.
- Community patrons not associated with Messiah College and alumni are not eligible to use this service unless they belong to the Friends of Murray Library (at the Contributor level or higher). Friends members are restricted to **ten** ILL requests per academic year.

## WHAT MAY BE REQUESTED ?

- Books (except for students' college textbooks)
- Photocopies of journal articles
- State and federal government documents
- Videos and DVDs
- Audiocassettes and CDs

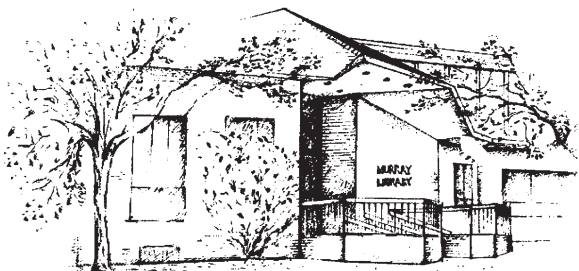
## REQUESTING MATERIALS

### Books and other items:

- For quickest delivery (usually 2-3 days), order via **E-ZBorrow**, the direct ILL system for academic libraries in Pennsylvania. Go to the Library home page and click on **E-ZBorrow (books)** to access E-ZBorrow.
- If a book is not available through E-ZBorrow, try ordering it directly through **WorldCat**. Go to the Library home page and click on the **WorldCat** link at the left of the screen.
- If not available from one of these two sources, use the request form for books available from the **Interlibrary Loan** link on the Library home page.

### Periodical articles:

- Whenever possible, use the direct links for ordering articles available in the online databases.
- Otherwise, use the request form for journal articles available from the **Interlibrary Loan** link on the Library home page.



**MURRAY LIBRARY**  
MESSIAH COLLEGE – BOX 3002  
GRANTHAM, PA 17027  
(717) 691-6006  
[WWW.MESSIAH.EDU/MURRAYLIBRARY](http://WWW.MESSIAH.EDU/MURRAYLIBRARY)

## **HOW LONG DOES IT TAKE?**

Please allow two weeks to receive your requested materials. This is the average. Some materials will arrive quickly while others will take longer.

## **FEEES**

- Patrons are usually not charged for ILL services.
- If the cost for borrowing an item is over \$20.00, students will be asked to pay the difference in advance. Faculty may be asked to pay the difference for any item over \$25.00.
- The borrowing patron is charged for material that is damaged, lost, or overdue.

## **DELIVERY OF MATERIALS**

Photocopies for students, staff and faculty are sent via e-mail as attachments (PDF files) whenever possible. Books and other materials that must be returned to the lending library are held in the Library and a notice is sent to you via e-mail. Your items can be picked up at the circulation desk in the Library.

## **RENEWAL OF LOANED ITEMS**

If renewals are needed, fill out a **Renewal Request Form** available from the **Interlibrary Loan** link on the Library home page or contact the ILL Department at ext. 7242. Renewal requests should be submitted before the date due.

## **RETURN OF LOANED ITEMS**

All loaned items with assigned due dates should be returned at the circulation desk in Murray Library. The borrower is ultimately responsible for the loaned material. Any bills received for damaged or lost items will be charged to the patron's account.