

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, including those in teaching or programs offered outside of Gainesville or Alachua County or via distance learning technologies.

HOW do Distance Learning patrons submit requests?

- Requests are submitted online via ILLiad: <http://illiad.uflib.ufl.edu/illiad>
- If you are a currently registered distance patron, you may use the ILL services at another state university library.

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. 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

PO Box 117001
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.

Web Pages

ILLiad: <http://illiad.uflib.ufl.edu/illiad/>
Distance Learning:
<http://web.uflib.ufl.edu/distance/>



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LIBRARIES**

Interlibrary Loan Services at the University of Florida

convenient.

fast.

reliable.



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BORROWING SERVICES

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

WHO may use interlibrary loan?

- UF Faculty
- UF Staff
- UF Graduate Students
- UF Undergraduates
- UF distance learning students, faculty and staff
- Off-campus Research and Education Centers staff affiliated with the university

✓ Quick Tip

- The Health Science Center Library and the Legal Information Center provide their own interlibrary loan services. If you are affiliated with one of these programs please contact the respective ILL department.
- Privileges for Special Borrowers and other non-UF patrons do not include interlibrary loan. Please contact your home institution or public library for ILL services.

HOW does a patron submit an ILL request?

- To create an ILLiad account, please go to the ILLiad homepage at <http://illiad.uflib.ufl.edu/illiad>, and select “*First Time Users: Create Account.*” Enter your 14-digit library number and complete your profile information.

- Requests are submitted online through the Interlibrary Loan system ILLiad.
- Requests also may be submitted via FirstSearch databases such as Worldcat.

✓ 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 faster 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 will ILL borrow?

- ILL will request materials not owned by the UF Libraries, materials that are lost, missing, or otherwise unavailable to the user.

✓ Quick Tip

- ILL is not able to request course textbooks or items placed on reserve at UF Libraries.

WHAT types of materials are difficult to borrow?

- Rare or old items
- Newly published items
- Theses and dissertations
- Newspapers
- Genealogical materials
- Audio/visual materials
- Popular books/videos

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 and location.
- Rush service is available for faculty and graduate students.

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 after 5 days if items are overdue.

WHAT does borrowing cost?

- UF pays all reasonable costs for ILL, up to \$50 per request.
- Replacement costs for lost/damaged items are paid by the borrower and determined by the lending library.

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.