

## Student Interlibrary Loan Policy

Interlibrary Loans (ILLs) are available to current students at the University of Southern Nevada. An ILL is the process in which a person may borrow an article or book from another library, if the item is unavailable from their own institution.

1. The student must fill out the ILL form either online or via a hard copy form provided by the Assistant Librarian.
2. Payment for request by cash, credit card or check made payable to the University of Southern Nevada, is to be made at the time of request.
3. Payments will be refunded if request is unable to be filled.
4. In the event a check is bounced, the student is responsible for the amount of the check plus the non-sufficient fund fees, to be paid in cash or by Money Order made payable to the University of Southern Nevada. If the student refuses to make a cash or Money Order payment, the fees owed will be added to their student account.
5. Additional Interlibrary Loan requests will not be accepted until previous account balance is paid in full.

Delivery Method	Time Frame (Business Days)	Cost
Regular Delivery ILL <i>(via mail, email, fax or pickup)</i>	1-11	\$3.00 per article*
Rush <i>(articles only)</i>	1-4	\$7.00 per rush article
Book**	7-21	\$7.00 per book

\*First two articles ordered are free. In addition, after every 10<sup>th</sup> paid article, the 11th ordered is free of charge.

\*\*Book borrowing policies vary from each library and due dates will be specified at time of pick up.

**Orders may not be cancelled once the order is placed. Refunds will not be made for cancellations.**

### NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS

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.

Questions? Please contact the Library-

702.968.2040