Things to Know About Interlibrary Loan

When to use Interlibrary Loan (ILL / ILLiad):

- Foley Library doesn't have a book you need for your research
- Foley Library can't supply an article you need and you have already checked for the journal/issue/date in Periodicals@Foley.
- You are a faculty member or graduate student and the article you need is in the print collection in the library.

To Request Books From Other Libraries:

- Go to the library homepage
- Select WorldCat and search for the item(s).
- Use the Send request by ILLiad link within a book's record to place a request

ILL Facts and Tips

ALLOW PLENTY OF TIME! Ordering books from other libraries is not an option for "last minute" research. Books are mailed to us from the lending library and then we get them to you. That takes time.

BE VERY SELECTIVE - Please limit your requests for Interlibrary Loans and order only what you can truly use in your research. The library is happy to provide this service free of charge to current students, but it can be expensive for us, so please use it judiciously.

TEXTBOOKS - Because loan periods are relatively short and overdue charges are so high, interlibrary loan cannot be used as a substitute for purchasing textbooks.

LENDING LIBRARIES CALL THE SHOTS - Books we get for you through interlibrary loan (ILL) are subject to the policies of the lending institution. While most ILL books come with a 4-week loan period, the loan periods may be shorter and renewals are always at the discretion of the lending library. Please give "ILL books" your immediate
attention when they arrive so you will be prepared to return them on time. Overdue charges and lost/damaged fees do apply.

WHAT TO DO IF A BOOK ARRIVES IN THE MAIL ON (OR AFTER) THE DUE DATE?! This does happen on occasion. Contact us immediately if it happens to you!! We will renew the book and do our best to get you more time from the lending library. Phone numbers: 509-313-3824 / 800-498-5941 or e-mail ill@gonzaga.edu