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F.D. BLUFORD LIBRARY



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Interlibrary Loan/Document Delivery

Please search the [CATALOG](#) before submitting a [REQUEST](#).

What is Interlibrary Loan (ILL)?

Upon request, and when materials are unavailable at the F.D. Bluford Library, the Interlibrary Loan service of the Access Services department makes every attempt to research and borrow requested materials such as books, articles, conference papers, technical reports, dissertations, and microforms from other libraries. Materials are generally requested through the Online Computer Library Center database (OCLC), an international network of thousands of participating libraries including the Library of Congress, the British Library, the National Agricultural Library, and the Center for Research Libraries.

What is Document Delivery (DD)?

The library has no charge reciprocal agreements with about a dozen neighboring universities and colleges. When it is determined that these institutions do not own the title and/or volume of the requested journal, etc., DD will attempt to acquire the item. If DD can not acquire the item, then the patron may be asked to pay a fee to obtain the item from a library that charges for photocopying or loans. The fee will be charged if the material needed is more than \$10.00. A patron can request ten (10) dissertations per year without charge; a fee will be charged if additional requests are made. DD supply vendors are British Library Document Supply Centre (BLDSC), ISI's Document Solution (IDS), National Technical Information Service (NTIS), Bell & Howell Dissertation Express, EiVillage's Compendex Plus and UnCover Web.

Who is Eligible for Interlibrary Loan Privileges?

All faculty, staff and students in good standing (with no outstanding charges, no overdue materials) are eligible for interlibrary loan privileges.

Patrons must be aware that these privileges can be revoked. If materials are not returned and/or invoices paid in a timely manner, N.C.A&T State University's reputation with other libraries suffers and our ability to fill future requests may be compromised. If abuses occur, it will be in the best interest of other patrons to revoke the privileges of the abusers.

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How Do I Submit an ILL Request?

All ILL requests must be submitted by using the [online form](#). One form must be submitted for each item requested. Requests are not accepted by telephone or e-mail except where ADA rules may apply.

Before submitting a request to Interlibrary Loan, the patron is responsible for:

- Searching the [Catalog](#) and/or Serials Holding's List to determine if the item is owned by N.C. A.& T.
- Making sure that citations are complete and accurate. This means that journal titles should NOT be abbreviated on the request forms.

Tip: Photocopies of citations made from CD-ROMs or INNOPAC printouts or from bibliographies or reference lists may accompany the request forms and can significantly speed up processing time.

Please be aware that certain items may not be available through Interlibrary Loan. These include:

1. Rare, fragile, or hard to pack materials
2. Reference books, theses, dissertations, and books in special collections
3. Entire volumes or issues of journals, newspapers, or magazines

Exceptions to the above include second copies or those available in microform.

How Long Does ILL Take?

Various factors can affect the time it takes to fill a request:

1. Thoroughness of information supplied by the requestor
2. Location of libraries owning the requested materials
3. Availability of materials at the time of request
4. Reference items and dissertations are not often loanable
5. Work load or processing speed of the lending library
6. Mode and speed of delivery
7. Unsigned requests cannot be processed

Many requests are filled within days, but some can take two to three weeks to arrive. The requestor should be aware of these time tables and conduct their research needs accordingly.

Photocopies can be obtained via our Document Delivery Services (DDS) with two to four days turnaround. We have reciprocal agreements with about a dozen neighboring universities and colleges to send each other photocopies at no charge. When it is determined that these institutions do not own the title and/or volume of the requested journal, etc., DDS will attempt to acquire the item.

Where Do I Pick Up My ILL Item(s)?

Await notification by telephone, e-mail, or campus mail of the arrival of requested material.

All books or similar items which must be returned will have a Date Due form attached to the front page of the item. This

form will indicate the Patron's name and a unique processing number. The form should never be removed from the item. The form will include the following instructions:

1. The date the item is due back in F.D. Bluford Library
2. Where to return the item
3. Instructions regarding renewals

All loaned items should be picked up promptly as some libraries only allow two to three weeks use. If the Patron has not made a renewal request(s) for the loaned item(s) under the terms listed on the Date Due form, the item must be returned to the lending library. All photocopies should be picked up promptly as well. If there is a charge for a photocopy or loan the following steps will be taken:

1. An invoice will be included with the photocopy or loaned item and must be paid with a check before the material is given to the Patron.
2. If an invoice is forthcoming, it will be forwarded to the Patron via campus mail or the U.S. Mail. The invoice and check should be brought or mailed back to F.D. Bluford Library, Interlibrary Loan.
3. Do **NOT** make checks payable to F.D. Bluford Library or to NCA&TSU unless indicated. The invoice will clearly state to whom all checks should be made payable.

Terms of Loan

- The loan period, renewals, charges, and conditions of use are determined by the lending library.
- All materials borrowed through Interlibrary Loan must be returned to the Access Services Desk of F.D. Bluford Library by the date indicated. Materials should **NOT** be returned the Reference Desk.
- If a renewal is necessary, a request for a renewal must be made one week before the date the item is due back in F.D. Bluford Library. **Late items will not be renewed.**
- The Patron will be responsible for any late fees or replacement costs which accrue while the patron is in possession of items obtained through Interlibrary Loan. These costs will be set forth by the lending library.
- Items remain the responsibility of the Patron until they are received at the Access Services desk.

Limitations and Restrictions

If the volume of Interlibrary Loan activity continues to increase, patrons may be limited to ten (10) pending requests at any time. Any amount may be submitted, but only ten will be processed. When submitting requests, patrons may be asked to indicate priority.

Materials ordered through Interlibrary Loan cannot be placed on Reserve for a course. Interlibrary Loan will not be honored to "teach" students how to obtain items via Interlibrary Loan. This is an abuse of the privilege.

Requests for Interlibrary Loan will not be accepted or processed from December 12th to January 2nd of every year. Patrons should plan their research needs accordingly.

[Click here to view the Cooperative Direct Borrowing Agreement.](#)

For more information please call:

Access Services/Circulation
(336)285-4164
1-888-246-1272 (Distance Learners)

[Send Suggestions/Remarks](#)

Ferdinand D. Bluford Library

1601 East Market Street • Greensboro, NC 27411 • (336) 285-4185
