

INTERLIBRARY LOAN FACT SHEET

(updated March 2016)

INTERLIBRARY LOAN OFFICE:

Hunt Library/ILL -- FER
Embry-Riddle Aeronautical University
600 S. Clyde Morris Blvd.
Daytona Beach, FL 32114
ILL@erau.edu

Telephone:

Voice: (386) 226-6290

Voice: (386) 323-8774

OFFICE HOURS:

M-F 8:00 am to 5:00pm

FORMS ACCEPTED:

OCLC ALA
EMAIL

RECIPROCAL GROUPS:

FLIN, LVIS, LSTR, LYRA
SO6/SIXX, SL#N

BOOKS:

- Length of Loan: 56 days
- No Renewals
- Charges: \$15 per item loaned if no reciprocal agreement exists
- \$5 service charge for RUSH requests
- No Book loans to international libraries, including Canada.

PHOTOCOPY SERVICE:

- \$15 minimum charge for up to 30 pages
- 25 cents per page above 30 pages if no reciprocal agreement exists.
- Delivery available via Article Exchange, Email/PDF, DLLI courier, and US Mail
- In most cases, we deliver articles electronically within 24 hours.
- International Mail Delivery is subject to additional fees. Please contact the ILL department for pricing.

THESIS & GRADUATE RESEARCH PROJECTS:

Will lend if circulating copy is available

RUSH PHOTOCOPY SERVICE:

\$20 for up to 30 pages

25 cents per page above 30 pages

NON-CIRCULATING:

Special Collections	Periodicals
Reserve Collections	Newspapers
Microforms	Reference
Audiovisual materials	CD-roms

ITEMS TO BE LENT AT THE DISCRETION OF THE ILL DEPARTMENT:

1. Current year publications.
2. Books that are in high demand by library patrons.
3. Books that are too fragile or bulky for shipping.
4. Books with a value of \$200 or more.

REMARKS:

1. Lost materials will be invoiced for replacement cost plus a \$15 non-refundable processing fee.
2. Rush services only available M-F. No rush service available after 3 pm.
3. Service will be suspended after 90 days past due.

BILLING POLICY:

- \$15 IFM preferred
- \$15 Invoice sent with the materials.
- IFLA vouchers and credit card payments are not accepted.
- Payment to be made in US Funds.