INTERLIBRARY LOAN FACT SHEET
(updated July 2019)

INTERLIBRARY LOAN OFFICE:
Hunt Library/ILL -- FER
Embry-Riddle Aeronautical University
1 Aerospace Blvd.
Daytona Beach, FL 32114
ILL@erau.edu

Telephone:
Voice: (386) 226-7365
Voice: (386) 323-8774

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

FORMS ACCEPTED:
OCLC ALA EMAIL

RECIPIROCAL 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

ALL HUNT LIBRARY MATERIALS ARE LENT AT THE DISCRETION OF THE ILL DEPARTMENT.
Some specific restrictions include:
• Books published within the last 6 months.
• Books that are in high demand by library patrons.
• Books that are too fragile or bulky for shipping.

REMARKS:
• Lost materials will be invoiced for replacement cost.
• Rush services only available M-F. No rush service available after 3 pm.
• 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.