

# 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](mailto: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

## 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

## 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.