

Purpose

The Interlibrary Loan (ILL) service allows Denver Campus Library users access to materials not currently owned by the Library. Denver Campus Library will request materials on behalf of its patrons from another library that agrees to supply the requested material.

Eligibility

Currently enrolled students and employed faculty and staff of Johnson & Wales University, Denver Campus are eligible to use Denver Campus Library ILL services.

Materials offered

Most books, articles, videos, DVDs, and other media that support education and learning that is *not* currently owned by the Library can be requested.

Restricted materials

Most libraries will not lend original, rare or fragile materials, and therefore these types of items may not be obtainable through ILL. Denver Campus Library does not permit requests for required course material that are currently available for purchase at the JWU-Denver Bookstore.

Cost

In most cases, requests can be filled at no cost to the patron. However, if the supplying library charges a fee, the patron will need to cover any additional charges. The Library staff will notify the patron if there are any charge associated with their request.

Request limits

Requests are limited to no more than 3 request per week per patron.

Delivery time

There are numerous factors that may impact the delivery time: availability of material, lending policies, and location of the supplying library. As a result, delivery time can vary between a couple of days or weeks. In general most items arrive within 1 week. ILL items are delivered every Wednesday, exceptions do apply.

Receiving/Returning ILL Materials

When materials arrive you will be sent an email to your Johnson & Wales email account. ILL materials can be picked up and should be returned to the Denver Campus Library Circulation Desk.

Lending Periods & Fines

The supplying library establishes the due date. Most items can be used for 2-3 weeks. Renewal must be requested prior to the due date. If the material is not returned on or before the due date, the patron will be charged overdue fines at a rate of \$1.75 per day and per item. If the material is not returned 15 days after the due date, the patron will be charged a \$90 replacement bill.

I have read and agree to follow the Johnson & Wales University, Denver Campus Library borrowing policies outlined above.

Signature

Date

