Interlibrary Loan Request

Materials not owned by the Library are available for free through Interlibrary Loan (ILL).

1. All faculty, staff, and students are eligible to use the Interlibrary Loan service. Requests should be related to Marymount coursework or a faculty member’s scholarly research. The Library does not ILL recreational materials or textbooks. The Library also does not ILL eBooks due to copyright issues.

2. The patron must fill out the online Interlibrary Loan Request form via the Library Catalog or provide library staff with the following information:
   a. Name and preferred contact information (email or telephone) of borrower.
   b. Complete citation for the desired item.
      1. Book: Author, Title, Publisher, Date of Publication
      2. Article: Author, Article Title, Magazine/Journal Title, Volume and Date, Page Numbers

3. Requests typically take 3-10 days to fill; however, items not available in the immediate area may take longer.

4. The patron will be contacted when the item arrives. Faculty, staff, and students may pick up books and other materials at the Library. Electronic materials are delivered to patron’s Marymount email address unless noted otherwise.

5. Copies of articles may be kept by the patron; books or other items will be given a loan period determined by the loan policies of the lending institution.

6. All materials that need to be returned will be clearly marked with a due date. Materials must be returned to the Library by the due date. If an item is returned late or is lost, any charges or fees will be the responsibility of the patron.

7. Items requested through ILL may not be placed on Reserves.