



<b>SUBJECT:</b>	Library		
<b>POLICY:</b>	903.2 Interlibrary Loans		
<b>PROCEDURE:</b>	903.2.1 Interlibrary Loan Procedures		
<b>EFFECTIVE:</b>	January 2024	<b>REVISED:</b>	April 2025
		<b>REVIEWED:</b>	

**Procedure**

**Submitting an Interlibrary Loan (ILL) Request**

To submit an interlibrary loan request, eligible borrowers should:

- Check the Weaver Library online catalog to ensure that a local copy is not owned by Weaver Library.
- If a local copy is not available, submit a request using the online Interlibrary Loan Request Form at the bottom of the linked page: <https://gfcmsu.edu/home/weaver-library/resources/interlibrary-loan/>
- Complete the form with as much detail as possible to ensure that the correct item is requested on your behalf. Incomplete forms may delay processing.
  - Note: Distance students or faculty who wish to have their items mailed to them must indicate mailing on their ILL request form
  - Note: for items available in more than one edition, the request form should note if a specific edition is required or if any edition is acceptable

Library staff will review request forms and submit a request for the item to lending libraries within one business day of receiving the form. ILL requests are processed Monday–Friday, 8 am–5 pm. Please allow at least 3-14 days for electronic article copies to be fully processed, and 3-4 weeks for books. This includes the time it takes the lending library to process the request and provide an electronic copy or mail a physical item. Please plan ahead and leave enough time for request processing before your assignment or project is due. We will always try to fill your request as quickly as possible.

For questions about your request, please call the library at 406-771-4398 and ask for interlibrary loan staff.

**Borrowing and Returning ILL Items**

You will be notified when your ILL request is available.

Electronic Copies – Journal Articles or Book Chapters

Electronic copies will be delivered via email to the address provided in the request form. Be sure to check your junk folders if you are expecting an email and don't see it in your inbox. If you have questions or would like an update on your request, please email [library@gfcmsu.edu](mailto:library@gfcmsu.edu). Electronic copies do not need to be returned or deleted after use.

Physical Items – Books, DVDs, CDs, Audiobooks

Physical Items should be picked up at the Weaver Library Circulation Desk, located on the Great Falls College MSU campus. When you come to pick up your request, you will need to provide your NetID or Student ID/MSU ID in order to check the item out to your library account. You will be informed of the due

date upon pick up of your item. All physical items should be returned to the Weaver Library circulation desk or book drop. You can check our website for current hours of operation.

### Physical Items for Distance Students & Employees

Physical Materials can be shipped to students and employees who live outside of the Great Falls area. Borrowers are responsible for shipping costs to return the item to Weaver Library, and we strongly recommend sending the item with tracking and shipping insurance. Items are due back to Weaver Library by the due date, and you should ship the item out with enough time for Weaver Library to receive the item by the due date. If items are lost during return shipping, the borrower will be charged a replacement cost and other fees determined by the lending library. If items are damaged during return shipping, the borrower will be charged the damage fines determined by the lending library. All mailed items should be returned to:

Weaver Library – ILL  
2100 16<sup>th</sup> Ave S  
Great Falls, MT, 59405

### **Borrowing Limitations**

If materials are owned locally (i.e. the Great Falls Public Library) patrons should visit those libraries to use or obtain the material.

Most libraries will refuse interlibrary loan requests for the following reasons: difficult-to-ship materials; reference books; textbooks; recently published books; materials on reserve or in demand at the lending library; and rare items or volumes from special collections. Many libraries do not loan their audio-visual materials such as DVDs or CDs. If you are requesting a periodical, most libraries will supply a photocopy of the desired article rather than an entire issue or volume, which will be delivered electronically. There may be times when Weaver Library is unable to borrow an item through interlibrary loan and a request may go unfilled.

### **Fees for Overdue, Lost and Damaged Items**

- If an item is overdue, any fines or fees charged by the lending library will be the patron's responsibility. They will be applied to your library and student account for payment.
- If an item is lost, the borrower will be charged the replacement cost and processing fees determined by the lending library.
- The lending library assesses damage to items. If their item is returned damaged, they reserve the right to charge fines for damaged items. These damage fines and any processing fees charged by the lending library will be transferred to the borrower's library and student account.
- Fines and fees charged by the lending library may not be waived.

Unpaid fines are forwarded to the Business Office for collection when they reach \$25 or are not paid by the end of the semester. The Business Office will add the amount due to your student account and may withhold university services from you until the amount is paid in full.

### **TRAILS and Interlibrary Loan Partners**

Weaver Library lends and borrows books with the Treasure State Academic Information & Library Services (TRAILS) Consortium, comprised of the academic libraries in Montana including Montana State University affiliates, University of Montana affiliates, community, tribal, and private colleges. If a TRAILS library is unable to lend an item, Weaver Library will request the item from other libraries across the United States that own the item. Requests will be submitted with preference to libraries that do not charge to lend an item.