

# Library Interlibrary Loan

## AA\_LS\_LS\_40

Responsible Officer  
Shelby Carroll  
Responsible Office  
Library  
Approving Body  
Board of Trustees  
Approval Date  
2019-11  
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Departmental Impact  
Library

### Policy Statement

If a physical or digital item is unavailable at CU, any CU student, faculty, and staff member may request the item by Interlibrary Loan thru the Manuel Library. Another library may be willing to provide the item, but this is not guaranteed.

### Policy Procedures

The process for requesting an interlibrary loan is as follows:

- Fill out the [request form](#).
- When an item is requested, the Manuel Library will attempt to obtain it. The library will contact the patron when the item arrives here. If it is a digital item, it will be emailed to the patron. If it is a physical item, it may be picked up at the library or shipped to the patron if the patron lives at least 45 minutes away from CU.
- The patron must pay any monetary cost (including postage and fees) incurred in the transaction except that the library will pay the postage to ship items to patrons who live at least 45 minutes away from CU.
- The lending library will specify as to when the loan item is due back, and certain items on interlibrary loan may be limited to use inside the Manuel Library.
- The patron should allow sufficient time for the Manuel Library to return the item to the lending library by returning it to the Manuel Library by the date assigned to the patron.
- The Manuel Library cannot handle international shipping.
- The patron must allow the library 24 hours from the item's arrival, not counting Saturdays and days closed, to prepare the item to ship.
- Entire books are likely to be loaned from other libraries as a physical item. It is not likely to be loaned as an eBook for copyright reasons.