**Interlibrary Loan Quick Facts**

Can't find something in our collection or in your local library? We might be able to borrow it from another library.

| HOW-TO REQUEST MATERIALS VIA INTERLIBRARY LOAN (ILL) | For Books: Check the Library Catalog first [catalog.goddard.edu](http://catalog.goddard.edu)  
For Articles: Check our Journal Collections first [lits.goddard.edu/research/#articles](http://lits.goddard.edu/research/#articles)  
THEN Access all Interlibrary Loan Resources & How-Tos on the LITS website: [lits.goddard.edu/research/#ill](http://lits.goddard.edu/research/#ill) |
|---|---|
| For school related materials only  
Textbooks & audiovisual materials are limited  
Requests for print copies of eBooks **ONLY** with accommodation from Academic Services | **not available** - Make a list for your records. We will contact you if a request cannot be filled. |
| TRACKING YOUR REQUESTS | Please ask! [library@goddard.edu](mailto:library@goddard.edu) |
| QUESTIONS? | |

### ARTICLE REQUESTS

| LOAN PERIOD | N/A - articles are yours to keep |
| ITEM LIMIT | **5 at a time** |
| HOW LONG DOES IT TAKE | at least 3-5 days to get to you |

### BOOK REQUESTS

| LOAN PERIOD | **Varies** - due date set by lending library, but, usually 2-3 weeks  
Lenders may recall books early (rare)  
ILL at your local library may give you more time |
| ITEM LIMIT | **5 per semester**  
ILL at your local library if you run out |
| RENEWAL | no renewals |
| COST | you pay **return shipping only** |
| OVERDUE FINES | no overdue fines BUT privileges revoked if items consistently late, lost or damaged |

| REPLACEMENT + PROCESSING FEES PER ITEM FOR VERY LATE, LOST, OR DAMAGED ITEMS | **28 days overdue, lost, or damaged**  
your account will be charged:  
**$50 replacement fee** or actual cost if greater  
(refundable if returned within 6 months)  
**$20 processing fee** (nonrefundable) |
| HOW LONG DOES IT TAKE | at least 7-10 days to get to you |
| HOW WILL I RECEIVE IT | **USPS Priority Mail**  
Make sure your address on file is up to date |
| PAPERWORK WITH ILL’S | **Return all paperwork** that came with it |
| WHERE TO RETURN ITEMS | Goddard College  
Eliot D Pratt Library  
123 Pitkin Rd  
Plainfield, VT 05667-9432 |
| HOW TO RETURN IN THE MAIL | **package securely & insure for $70/item**  
You are responsible for items received at your address until they are back in our hands |

*Updated March 2015*