

Interlibrary Loan Borrowing Policy for VLS Library Users

Materials not available at the Library may be requested from other libraries and publisher vendors through interlibrary loan (ILL). The Library follows federal copyright law Title 17 of United States Code.

Who is Eligible to Borrow:

- The Access Services Department will accept interlibrary loan (ILL) borrowing requests from current Vermont Law School (VLS) students, faculty and staff.
- VLS off-campus users are eligible to submit article and book chapter requests. Loan requests are generally ordered through their local library or other institution.
- VLS alumni and members of the public should submit their borrowing requests through their local public library or other institution.

Submitting and Receiving ILL's:

- All borrowing requests should be submitted through ILLiad our web-based ILL software.
- To complete a one-time registration. Go to <https://www.vermontlaw.edu/library/ill> and select **New User Registration**.
- After logging into ILLiad, submit a separate ILLiad request for each source.
- Plan ahead. Journal articles generally take 3-4 days to receive and books may take longer.
- You will be notified by e-mail when your material arrives or sent a link to the document if found online.
 - ✓ Generally, articles and book chapters will be sent electronically as a PDF to your ILLiad account and available for 30 days. These documents are the borrowers to keep and the borrower is responsible for “fair use” (private study, scholarship or research) of the reproduced material.
 - ✓ Print documents and loans are retrieved at Library's Information Desk. It is the borrower's responsibility to collect the material and return it to the Information Desk by the date due.

Restrictions:

- There is no limit on number of requests, please use sound judgment when requesting a large amount.
- The Library is unable to borrow textbooks, casebooks and other sources needed for class.
- The Library does not charge for borrowing loans or articles. We do reserve the right to review the cost of purchased articles, chapters or loans and deny initial transaction and/or suggest alternative sources.

Other Important Information:

- Submit renewal requests through ILLiad. Not all lenders offer renewals and occasionally borrowing restrictions are specified. Borrowers are expected to honor these conditions and to make a renewal request before the loans return date. Please help us maintain excellent relationships with our lending libraries by returning all loans on time.
- The request could result in an unfilled status due to inability of locating available lender.
- Borrowers are subject to charges for lost, damaged or unreturned loans.
- Borrowing requests found in our library collection will be processed as *Document Scan and Deliver items*. See separate guidelines.

Contact Michele LaRose, Access Services and Interlibrary Loan Librarian, if you need assistance at mlarose@vermontlaw.edu or stop by the Information Desk.