Walter Schroeder Library Interlibrary Loan Policy

About the Service

Even in today's Internet world, where vast numbers of published documents are available online, not all information is available for free online. Moreover, not all libraries own or provide access to all published information. Interlibrary Loan is a library service that facilitates the sharing of published documents (e.g., books, journal articles) between libraries. For qualifying libraries, Interlibrary Loan is a protected service under U.S. copyright law. Thousands of libraries contribute to Interlibrary Loan by networking through a system called WorldShare Interlibrary Loan to request and lend materials amongst each other. Through this system, MSOE library staff are able to determine which libraries own the needed materials and are able to place borrowing requests. In exchange for borrowing materials, we loan our materials to libraries that need them.

This service is available to current MSOE students, staff, and faculty. There is no charge for this service unless the cost of the request exceeds $25. If the cost of a request exceeds $25, we will contact you to determine your willingness to cover any additional costs.

Requesting and Receiving Materials

Requests are checked regularly during the academic year. Most requests are processed within 48 hours. Patrons will be notified when materials are available. Patrons can expect requested materials to arrive in approximately 5 to 7 business days. Some requests may take longer. We will contact you if there is a delay with a request, or if we are unable to obtain a requested item.

Undergraduate students may request up to 20 items per academic quarter. Graduate students may request up to 40 items per academic quarter. Requests from undergraduate and graduate students above these limits will be evaluated on a case-by-case basis. There is no item limit for faculty and staff.

Loan Periods and Renewals

Loan periods and renewals are dependent on the policies of the lending library. Most libraries loan materials for approximately 4 weeks, with the possibility of 1 renewal.

Overdue and Lost or Damaged Materials

Patrons are responsible for any items obtained through Interlibrary Loan. Items borrowed through Interlibrary Loan must be returned on or before the due date. Any item returned after the due date is subject to overdue fines.

Patrons will be billed for items that are not returned, or are lost or damaged. Any unpaid charges will be turned over to the Student Accounts Office at MSOE. Patrons who do not return Interlibrary Loan items or who do not pay for lost or damaged items, may have both their Interlibrary Loan and regular library privileges suspended.

Last revised May 2017
This policy may be modified at any time by the MSOE Library.