

## INTERLIBRARY LOAN (ILL) POLICY

Interlibrary Loan (ILL) is a service through which library users can obtain materials (books, book chapters, articles, and more) that are not available through NYU Shanghai Library from other libraries. Items already held by our library, and recreational materials not related to University research or teaching are not requestable. Special formats such as audiovisual materials, rare and valuable materials are generally not available through ILL. The availability and/or format of an interlibrary loan item depends on the lending library's policy.

### Eligibility and Borrower's Responsibilities

- ILL services are available to current NYU Shanghai degree-seeking students, faculty, and staff who possess a library account in good standing.
- Borrowers are responsible for the materials received through ILL from the time of pickup until the items are returned to the library circulation desk.
- Users should be aware that the borrowed materials obtained through interlibrary loan are intended for personal research, scholarly, or educational purposes in accordance with fair use guidelines.
- All interlibrary loan items are subject to copyright laws and regulations. Users are responsible for adhering to copyright restrictions and limitations imposed by the lending library.

### Types of Requests

#### Book Request

- Loan periods and conditions of use are set by the lending library.
  - The due date will be communicated to you upon the arrival of your item. Print items typically have a loan period of 28 days from the date of pickup.
  - Users should submit renewal requests to [shanghai.circulation@nyu.edu](mailto:shanghai.circulation@nyu.edu) at least five business days before the original due date. We will inform you if a renewal is possible.
- All interlibrary loan materials are subject to recall by the lending library, which may shorten the loan period. Recalled materials must be returned by the recall due date.
- Failure to pick up requested materials by the due date will result in their return to the lending library.

## Article & Scan Request

- Scan requests can be made for a single article or portion of a book.
- If you require only a specific chapter of a book, request the chapter instead of the entire book. Generally, 1 chapter or around 10% of the work can be requested, whichever comes first. Multiple requests made for the same book, or the same issue of a journal will be rejected.
- If you are unsure which part to request, you can place a Book Chapter request for the Table of Content.
- Articles and book chapters delivered electronically are accessible for 15 days or 5 views, whichever comes first.
- It is recommended to save or print the document before it expires or is deleted, as expired or deleted documents cannot be retrieved.

## Submitting & Checking the status of a Request

- Requests can be made using the Library's [online catalog](#) or directly through the [ILL System](#).
- Visit the [ILL page](#) and navigate to “My Requests” to check the status of your request. You will be notified via email when the item has been received and where it can be picked up.

## Returning Interlibrary Loan Materials

- It is suggested that Interlibrary Loan items be returned to the circulation desk in person to expedite returns and avoid any overdue fines.

## Fines & Replacement

- Every effort should be made to return an ILL item on time, as late returns can jeopardize NYU Shanghai's ability to borrow from other libraries in the future.
- Loans that become overdue will be charged an overdue fine of 1 USD per day per item, up to a maximum of 90 USD.
- Patrons will be charged for lost or damaged items. These fees vary depending on the value and the lending library's policy.
- Borrowers with outstanding ILL fines may have their ILL privileges revoked.

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## Abuse of Interlibrary Loan

- The library reserves the right to deny interlibrary borrowing privileges to anyone who abuses borrowed materials or disregards borrowing restrictions imposed by lending libraries.
- Abuse includes keeping items significantly beyond the due date, ignoring emails requesting the return of borrowed items, returning items in poor condition, or repeatedly failing to pick up requested materials.

**If you have any questions or need assistance, please contact us at:**

NYU Shanghai Library

T: +86 (21) 20595615

Email: [shanghai.circulation@nyu.edu](mailto:shanghai.circulation@nyu.edu)