

Interlibrary Loan (ILL) and Document Delivery Service

Publication & Promotion Committee

As of 3rd July 2013

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✪ The library can obtain materials which are not in our collection from other libraries, inside and outside the country. We offer ILL and Document Delivery services to facilitate library users as well as member libraries. Some materials especially articles which are not available locally maybe obtained from overseas. The service maybe charged for where necessary.

- ✪ All faculty members and students who have registered as a member of IIUM Library may request for books and photocopies of materials from other libraries on interlibrary loan. However, this service is not extended to External Members.

Guidelines For ILL Service

- ➔ Material requested is to be used for teaching, research and academic purposes.
- ➔ The material requested is not available in IIUM Library OR the status of material in IIUM Library Catalogue (OPAC) is either 'On Loan, Missing, Lost, OR Damaged'.
- ➔ The materials such as Red spot books, reference books, theses & dissertations, entire volumes of journals, rare books, microfilm, CD, Audio visuals are not borrowable.

Continue...

- ➔ Should any amount be incurred, the amount will be borne by the requestor.
- ➔ The Library reserves the right to recall items on ILL before its due date. A fine of RMo.20 per day will be levied for overdue books or after it has been recalled. Renewal is permissible subject to approval from the lending library.
- ➔ Each customer can borrow only 2 (two) books at a time through ILL.

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- ➔ The requestor is advised to identify the Library which has the material that he/she is requesting as well as to provide the specific 'call number' (if available).
- ➔ The requestor also advised to provide correct information on the article or book requested as to ensure the existence of the material needed.
- ➔ The requestor is required to fill each title requested in each different form .

Cost Involves in ILL/DDS Services

Material	Local Institution	British Library /Overseas
Book	No Charge	RM110.00 per book or as per charged
Article	RM2.00 per article	RM 60.00 per article or as per charged

Submission of an ILL request



Check the Library Catalogue (OPAC) to verify that IIUM Library does not own the material or the status is on loan/missing/lost.



Fill up the Request of Interlibrary Loan/Document Delivery Service form with complete citations and its source

Loan Period of ILL Book & Renewal of ILL Book

Loan Period of ILL Book

Local libraries— 2 weeks,
British Library—1 –2 weeks

Renewal of ILL Book

Contact the Fee-based Unit office at least
3 working days before the due date.

Acknowledgement for availability of ILL Material, Pick Up and Returning

Through e-mails / phone / notice board.

Please ensure contact numbers or emails are currently updated.

A customer can pick or collect and return the materials at the ILL Counter from any of the interlibrary loan staff

(Monday – Friday / 8.00am – 5.00 pm)