Lending to Other Libraries

Making Requests

Libraries that use OCLC should submit requests to OCLC symbol NDO.

We no longer accept ALA forms or requests submitted via fax, telephone, or email. Non-OCLC libraries desiring to borrow materials from our library must submit a request through the ILLiad interlibrary loan system.

- Register for an ILLiad account (first-time users)
- Login to ILLiad and make a request

Length of Loans

Loan periods are generally 45 days, unless otherwise indicated. Renewals are granted for an additional 45 days, unless the materials are recalled or otherwise needed.

Processing Time

Standard office hours for ILL are Sunday - Thursday, 3:00 p.m. - Midnight; hours vary during breaks and summer sessions. We process requests for loans the same day received, and they should ship the next business day. (Note: Photocopy requests in excess of 100 pages may require additional time for processing.) Rush requests received by 3:00 p.m. will be processed by 5:00 p.m.

Material Generally Available for Loan

- Monographs
- Documents
- Microform/Microfilm

Material Not Available for Loan

- Reserve books
- Items from the Lawyering Skills Collection
- Rare or highly valuable material
- Statutes, court reports, and other non-circulating material
- Popular videos (DVD or VHS)
- Journals, Law Reviews, and other Serials
- Material in looseleaf format

Overdue and Lost Materials

The borrowing library will be billed for materials which have been overdue for 60 days, unless other arrangements are made directly with the Interlibrary Loan Manager.

Billing

IFM is preferred. For other libraries, invoices will be mailed at the first of each month.

Fee Structure

For Loans:

- Academic and Public Libraries -- No Charge
- Other Institutions -- $15.00 per item
- International Requests -- $50.00 per item

For Photocopies:

- UNC campus libraries, TRLN, COSELL Member Libraries -- No Charge
- Other Libraries -- $0.25 per page ($10.00 minimum)
- International Requests -- $20.00 + $0.50 per page
- NC Prisoners -- $0.25 per page ($5.00 minimum). Money order payments only.

Methods of Delivery

Loans are normally sent through US Mail, unless arrangements are made for expedited shipping. All materials should be returned via the same shipping method.

The default method for article delivery is electronic delivery via Odyssey; other options are email (PDF attachment), fax, or US Mail.

Rush Requests

Due to budget and staffing cuts, we can no longer guarantee rush service. Please contact the Interlibrary Loan Manager (919-962-1196) to request rush service.

Copyright Compliance

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to to accept a copying order if, in its judgment, fulfillment of the order would involve violation of Copyright Law.

Staff Contact Information

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