Interlibrary Loan

Forsyth Library, Fort Hays State University

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INTERLIBRARY LOAN

Interlibrary Loan is a special service provided to help faculty and students obtain research materials that are not owned by Forsyth Library. Patrons are encouraged to use Interlibrary Loan after thoroughly checking our online catalog to make sure items are not part of Forsyth's holdings.

How To Order:

I. Request using the FirstSearch Database

- Go to Forsyth Library's website: http://www.fhsu.edu/forsyth_lib
- Click on Research Resources
- Click on Databases
- Click on Alphabetical by Title
- Scroll down to FirstSearch Database

You may request any item from ILL from any database in FirstSearch. Just click on the ILL icon on the screen, within the database you are searching.

- Fill out and submit form (all items with astrisc are required).

Or:

II. Request using Interlibrary Loan link

- Go to the Forsyth Library website (see above)
- Go to Departments or Services (either one)
- Click on Interlibrary Loan
- Scroll to the bottom of the page and click on Interlibrary Loan Request
- Choose the form for the item you wish to order (Book, Periodical, Thesis or Dissertation)
- Fill out the form
- Submit
- Again, please make sure (by going to Forsyth’s online catalog) that the item is not in the library’s holdings.
How Long Does It Take?

Most books, videos, and microfilm reels will take at least a week, if not longer, depending on from what library the materials are coming. Journal articles take a much shorter time, many within 24 hours.

When Your Material Arrives At Forsyth Library:

You will be notified by email. All materials that have a due date will need to be picked up at the Interlibrary Loan Office. We will send any articles, not needing to be returned, to you via campus mail.

Late Fee:

There will be a late fee charged for overdue books. That's why it is important to make a renewal request, through our office, if you think you will need the material beyond the due date. It's a good idea to make a renewal request a few days before the book is actually due.

Fax Machine:

The number for the fax machine located in Interlibrary Loan is 785-628-4096. We do not charge for incoming copies, but there is a 50-cent charge for personal copies that you want faxed.

Have a Question?

If you have any questions, the Interlibrary Loan staff will be happy to help you. Our extension is 4351.