

Hampshire College

Harold F. Johnson Library Interlibrary Loan Policy

About

Interlibrary loan (ILL) is a free service for obtaining research materials not readily available at the Five College Libraries. [ILLiad](#) is the online system for submitting an ILL request. Current students, staff and faculty may use ILL.

Johnson Library strives to follow the [Interlibrary Loan Code for the U.S.](#) set forth by the American Library Association (ALA) and complies with [U.S. Copyright Law](#) and the [CONTU Guidelines](#).

Requests

Use your Hampshire ID and password to login to an existing [ILLiad](#) account or to register as a new user at the link below. Use the left sidebar menu to submit, renew and view your ILL requests.

<http://hamp.it/interlibraryloan>

ILL requests are processed in the order in which they are received. Library users assume responsibility for observing all copyright restrictions and for any fees incurred due to late returns or lost/damaged materials.

Timing

Article/book chapter requests usually take about 1-3 days to fill. Book/media requests take an average of 7-10 business days to fill. Each request is unique and may take longer. Submitting duplicate requests may further delay the process. Service may be slower during peak semester times or vacation periods.

Consider your 'Not Wanted After Date' carefully as requests will be automatically deleted in the system on that day.

Limitations

Items from the Five Colleges should be requested through the [online catalog](#). Submit a request in ILLiad for items not found within the Five Colleges. Certain requests are more difficult to fill than others. Refer to the list of materials below before submitting your request or contact the ILL Associate in order to determine whether ILL is the best avenue for your research needs.

- Theses
- Textbooks
- Popular fiction
- EBooks
- Entire volumes or issues of journals
- Reference books
- A/V material
- Special collections/rare material

We are obligated to honor any special restrictions that the lending library imposes, such as in-library use only, no renewals, no photocopying, and more. In all cases, any restrictions will be clearly labeled on the book strap affixed to the cover of each item.

In accordance with the CONTU Guidelines and U.S. Copyright law, the library can request up to five articles per calendar year from any one periodical/journal title published within the last five years.

Contact

Please feel free to contact our friendly ILL Associate with any questions or concerns at 413.559.5764 or email: ill@hampshire.edu.

Manage Requests

Pick up

Digital copies are delivered straight to your ILLiad account online. You will be notified via email with instructions when the pdf is available for download. Please download and save a copy immediately. Your access may have a time constraint due to copyright restrictions.

Books and other returnable items can be picked up from the InfoBar of the Johnson Library after you receive notice via email. If you no longer need the material, please let the ILL Associate know as soon as possible.

Due dates

Due dates are located on the book strap affixed to the front of all returnable ILL material and are determined by the lending institution. Please strive to return all ILLs to the InfoBar in the same condition you received them by the due date for

processing. ILL material should not be returned directly to the lending institution, regardless of proximity.

Recalled items

You will receive an email notification if the lending institution recalls your ILL item. Please return it as soon as possible. Delaying such returns may jeopardize our relationship with the lender.

Renewals

Some ILL items are eligible for renewal. Unless your ILL is clearly marked 'No Renewals' on the book strap, you can request a renewal via ILLiad until the due date of your item lapses. Email the ILL associate if your item is past its due date.

Billing

Patrons will be notified via email of all fees incurred due to lost or damaged materials. Students will be charged via their student account, which can be accessed on TheHub. See the Student Accounts Office for payments.

Lending Policy (for other institutions)

The Johnson Library at Hampshire College is a free lender to all domestic libraries and comparable institutions. We are a member of the Libraries Very Interested in Sharing (LVIS) group and welcome reciprocity. We comply with the ILL Code for the U.S., the copyright law of the U.S. (Title 17, U.S. Code) and the CONTU Guidelines, and strive for Rethinking Resource Sharing STAR initiatives.

For more information, please visit our OCLC Policies Directory profile. Our institutional symbol is **HAM**.

<https://illpolicies.oclc.org>

Returns

All ILL items from our library may be sent back via comparable shipping method, unless otherwise noted. Borrowing library assumes responsibility for replacement or charges for lost/damaged material and may wish to insure return shipping.