



Interlibrary loan FAQ's: Borrowing materials from another library

What is the fastest way to search for articles without having to submit an interlibrary loan request?

Make sure that when you are doing a search you narrow your results to only those available in full text. Most of our databases have a checkbox on the results page that you can click on to limit to full text. The articles that display will all be immediately available.

How long does it take to receive an interlibrary loan article?

It can take from 24 hours to several days, depending on which libraries have the publication. Most libraries have a default of 4 days for response time. If the first library does not have the article, then it moves on to the next library for a response. It can take up to 10 days to receive an article.

If I request an article, will you email it to me?

Yes – we are typically able to send you an electronic copy of articles you request.

Does it cost money to receive interlibrary loans?

If you choose to pay \$0 for interlibrary loans we send requests only to those libraries that do not charge. If we cannot get the article for you for free, we will let you know.

What is the average cost if I choose to pay for an article?

The average cost per article is \$30-\$50 depending on the lending library.

How much information is needed in a citation to receive an interlibrary loan article?

For the quickest response, you should have the title of the article, author, journal title, volume number, issue number and page numbers. Copying and pasting the citation is very helpful.

Can I interlibrary loan text books?

NO; most libraries will not lend text books nor do they keep text-books in their collections.

Who can interlibrary loan books?

If you are a student who is at an NAU campus with an on-ground librarian, or if you are a graduate student, you can interlibrary loan books. Online undergraduate students who are not near a campus may not borrow books at this time. Books are sent to the campus librarian who will contact the student and let them know the book is available for checkout. Books must be returned within the lending period or students will be responsible for any fines.

What happens if the book is not returned or lost?

You will be charged for the book and an academic hold is put on your account. You can't register for the upcoming quarter or get your grades until the book has been returned or paid for.

Why is it important that you know which campus I am affiliated with?

We can process your request faster if we know with which campus you are affiliated.