

## Montana State Digital Library INTERLIBRARY LOAN POLICY

**Interlibrary loan (ILL)** is a service whereby a user of one library may borrow library materials or receive photocopies of articles that are owned by another library. Our library adheres to the principles endorsed in the [ALA Interlibrary Loan Code](#), [U.S. Copyright Law](#), the [CONTU guidelines](#) on journal articles published fewer than five years before the date of request, and state laws governing confidentiality of records.

### Who may borrow?

State employees or state agency contractors holding a [Montana State Library card](#) may request ILL services only for work-related material from the Montana State Library (MSL). Other patrons may request ILL service through their local public library.

### How to request an ILL

- [Submit book requests.](#)
- [Submit article requests.](#)
- Any requests may be made at [MSLLoan@mt.gov](mailto:MSLLoan@mt.gov) . Complete book or article citations are required.

### Loans, Renewals and Charges

- There is no limit to the number of ILL requests.
- Our library attempts to process all ILL requests within 24 hours.
- Availability of ILL materials depends on other libraries. It is not guaranteed.
- Lending library sets the loan period and any restrictions for ILL materials
- Rush requests are accommodated as resources allow.
- ILL materials will be mailed unless otherwise specified.
- When charged by lending libraries, MSL will pay only the first \$20 on an ILL request.
- ILL materials must be returned to the Montana State Library by the due date.
- Renewals may be made by phone or [email](#).

The following materials are exempt from ILL loan:

- Materials published within the last year and prior to July of the next year.
- Materials not related to the performance of state agency work.
- Materials limited by license agreements.
- Equipment, hardware or software.
- Reference materials.

Lost or late ILL materials jeopardize the borrowing privileges of the Montana State Library. If an item received through ILL is lost or damaged, the patron is responsible for any bills charged by the lending library.

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