
INTERLIBRARY LOAN/ DOCUMENT DELIVERY POLICY

CSN's interlibrary loan department will place ILL requests for all registered students, staff and faculty.

The lending library sets their own policy regarding their materials.

There is presently no charge to students, faculty or staff if items are returned on time. **EACH OVERDUE ITEM WILL BE CHARGED A LATE FEE OF \$2.00 PER DAY.**

Patrons are required to sign an acknowledgement of receipt upon receiving interlibrary loan materials.



INTERLIBRARY LOAN DOCUMENT DELIVERY

College Library Services— get the facts!

Revised 7/23/07

*For interlibrary loan assistance
please call
Marion Martin 651-5007
or e-mail
marion.martin@csn.edu*

FREQUENTLY ASKED QUESTIONS ABOUT INTERLIBRARY LOAN (ILL)

What is interlibrary loan?

Interlibrary loan, also known as document delivery, is the formal means by which libraries around the country and the world share their books and other resources. CSN's library belongs to a network of over 6,000 libraries that lend and borrow materials.

Who may use CSN's interlibrary loan service?

All CSN faculty, staff and students may use CSN's interlibrary loan service. Our primary mission is to assist faculty and students in obtaining materials for their research.

How long does it take to receive ILL materials?

Every effort is made to obtain requested materials quickly. While some articles can be acquired via e-mail within 24 hours, other materials such as books and videos take longer. It is best to allow one to four weeks for delivery.

How do I place a request for an interlibrary loan?

In Person: Interlibrary loan request forms are available at the circulation counter at each campus library.

Library Home Page: ILL requests may be submitted online via the Library home page. Use the "Find Books, Course Reserves, DVDs/Videos" link, click on "Document Delivery-Request an Item," and follow the onscreen instructions.

E-Mail: You may e-mail your ILL request directly to:
marion.martin@csn.edu

For more information, contact:

Marion Martin
(702)651-5007
Fax: (702)651-5725
marion.martin@csn.edu

CSN's libraries are located at:

Cheyenne Campus
Room 2100
(702)651-4014

Henderson Campus
Building A– Rm. 120
(702)651-3066

West Charleston Campus
Building C– Rm. 167
(702)651-5723

Visit CSN's Library Web Site:
www.csn.edu/pages/213.asp