Interlibrary Loan Policies

Only currently active RIC students, faculty (including emeriti) & staff with accounts in good standing are eligible for Interlibrary Loan privileges. Alumni and Special Borrowers must use their local public libraries for any requests.

Please use the Interlibrary Loan form to submit all book and article requests. Be sure to fill in all of the information on the form. There is no limit to the number of requests which can be submitted—however, Interlibrary Loan staff may limit the # of requests processed per patron per day. Journal article requests can take 1-3 business days to arrive while book & media requests may take from 7-10 business days to arrive.

There are generally no fees for ILL transactions. We will check with the patron if there are any fees associated with their request.

Patrons are responsible for any loss of or damage to items which they receive from Interlibrary Loan. While overdue fines are not usually charged, replacement costs for lost items are set by the lending library and will be added to a patron’s RIC account.

Books and other physical items are not to be placed on course Reserves. ILL items are for the sole use of the patron for whom the item is borrowed.

Current copyright law and guidelines place restrictions on personal as well as institutional photocopying of materials protected by copyright. For more information, please see our Copyright LibGuide.

Rhode Island College lends freely to all libraries and is a member of the following groups: HELIN, LORI, ARIHSL, L(ibraries) V(ery) I(nterested) in S(haring) and Docline’s Freeshare. Most of our collection is available for lending with the following exceptions:

- Materials on our Course Reserves
- Reference & whole issues of journals/periodicals
- Special Collections materials