

Interlibrary Loan

Interlibrary Loan is a service of the [Interlibrary Services department](#), (936) 294-1616.

As a result of a change in administrative policy, effective August 1, 2013, all patrons picking up items in Interlibrary Services will be required to show University ID (Berkat OneCard).

[Interlibrary Loan Services for SHSU Students and Faculty](#)

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Place an Interlibrary Loan Request Now in ILLiad

Interlibrary Loan Services for SHSU Students, Faculty, and Staff

REQUEST TO BORROW ITEMS FROM OTHER LIBRARIES

Newton Gresham Library patrons can use the [ILLiad](#) website to request items from other libraries. If you have never used [ILLiad](#) before, please click on the "First Time Users" link on the website and fill out the form.

Before You Request, please check our [Library catalog](#) to see if the resource you are looking for is available here in print, online, or on Reserve. Also please note that the following types of resources are usually *not* available through Interlibrary Loan:

- Course-related textbooks
- Reference books
- Recently published or acquired books
- Very old or rare books
- Bound volumes of periodicals

DISTANCE LEARNING SERVICES

If you are *ONLY* taking classes off the main campus or online, and you live outside of Walker County, you also may be able to use the [ILLiad](#) website to request that books and articles from the Newton Gresham Library be sent to you by mail or email. To apply, you must complete the [Distance Learning Services Registration form](#). *You must reapply each semester for this service.*

FACULTY>DIRECT SERVICE FOR FACULTY

SHSU faculty may also use the [ILLiad](#) website to request that books and articles from the Newton Gresham Library be delivered to their office on campus, via the [Faculty>Direct](#) service.

Library

[Ask a Librarian](#)

Research Tools

Find **Books & Ebooks**
(Catalog)

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Collections

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[Government Documents](#)

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Frequently Asked Questions about Interlibrary Loan

HOW MUCH DOES IT COST?

If the Newton Gresham Library does not own a book or journal article you need, Interlibrary Services will make every attempt to provide that item through another source, usually another library. Most of the time there is no charge for an interlibrary loan. However, there is a place in the [ILLiad](#) request form for you to choose a fee limit, including free, in the event that the lending source does charge a fee.

WHAT IS THE PROCEDURE FOR REQUESTING BOOKS OR ARTICLES VIA INTERLIBRARY LOAN?

Through [ILLiad](#), the Interlibrary Loan system used by Newton Gresham Library, place a request for each item that you need. If help is needed, Library personnel at Reference can assist in locating the information needed to complete a request and/or determining if the material may already be available in or accessed through the Library.

HOW LONG DOES IT TAKE AND HOW WILL I KNOW WHEN THE MATERIALS ARRIVE?

Please allow 1-3 weeks for the materials to arrive. Normally, requests received from Newton Gresham Library patrons are processed within 24 hours of receipt. The time it takes for an item to arrive depends on the lending library, so it is wise to plan ahead and allow sufficient time when considering an Interlibrary Loan request. Interlibrary Services staff will send you e-mail notification when a request has arrived.

HOW DO I PICK UP THE REQUESTED MATERIAL WHEN IT ARRIVES?

Materials can be picked up in the Interlibrary Services Office, Room 142, which is located on the 1st floor of the Library across from Copy Services. After office hours and on weekends, see Copy Services staff (Room 141) for access to Interlibrary Loan items.

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IF I RETURN AN ITEM AFTER THE DUE DATE, MUST I PAY A LATE FEE?

Yes, for books borrowed through Interlibrary Loan, there is a \$3.00 per item per day fine for overdue books. There is a **two-day grace period** in which overdue books can be returned without a fine; keep reading this page for more details on how the grace period works.

The due dates for books borrowed through Interlibrary Loan books are set by the lending library and cannot be changed by Newton Gresham Library Interlibrary Services staff, so be aware of due dates and plan to return books on time! If you do need an extension of time, a renewal may be requested using your [ILLiad](#) account, keeping in mind that it is up to the lending library to grant or not.

HOW DOES THE GRACE PERIOD ON LATE FEES WORK?

Here's how the grace period works. If a book is returned on

1. Date due + 1 *Grace Day*
2. Date due + 2 *Grace Day*
3. Date due + 3 *Fines for all three days (A+B+C) will be charged.*

For example, an item due on the 10th of the month could be returned on the 11th or 12th of the month without penalty. However, if the item is returned on the 13th of the month, fines for all three days (11th, 12th, and 13th) would be assessed. Fines will then continue to accrue each day.

SHSU-TWC Library Services

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HOW CAN I RENEW A BOOK OBTAINED VIA INTERLIBRARY LOAN?

Since the lending library sets the due date, books received through Interlibrary Loan cannot be renewed without the consent of the lending library. If you need an extension, use your [ILLiad](#) account to request a renewal at least 48 hours before the due date. Generally the longest renewal time granted is for 2 weeks.

Links to Other Libraries

When the Library does not own materials you want, you may choose to use them at or borrow them from another institution, using your own personal library card or a [TexShare](#) card. Here are some other southeast Texas libraries that may be close to you:

TEXAS ACADEMIC LIBRARIES

- [Lee College | Catalog](#)
- [Library of Texas](#)
- [Rice University | Catalog](#)
- [Texas A&M University | Catalog](#)
- [Texas Christian University | Catalog](#)
- [Texas State University-San Marcos | Catalog](#)
- [Texas Tech University | Catalog](#)
- [University of Houston | Catalog](#)
- [University of North Texas | Catalog](#)
- [University of Texas at Austin | Catalog](#)

OTHER LIBRARIES

- [Huntsville Public Library](#)
- [Library of Congress | Catalog](#)
- [Search for a Library Web Page](#)



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