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InterLibrary Services

Newton Gresham Library's InterLibrary Services allows users to request materials from other libraries.

The InterLibrary Services office is located in Room 142 on the Newton Gresham Library's first floor. The office is open Monday through Friday from 8 a.m. until 5 p.m., and can be reached at (936) 294-1616.

Requesting a Resource

Requesting Online - ILLiad

Newton Gresham Library patrons can use the [ILLiad](#) website to request items from other libraries online. 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 the Library catalog to see if the resource you are looking for is available here in print or 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 Education Students

If you are *ONLY* taking classes off the main campus or online, and you live outside of Walker County, you must complete the [Distance Education Form](#). *You must reapply each semester for this service.*

Faculty>Direct

[Faculty>Direct](#) is a service that offers delivery of articles and books that the Newton Gresham Library holds to SHSU faculty members.

Frequently Asked Questions

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ABOUT THE LIBRARY

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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 email 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.

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. 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 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.

Other Library Catalogs

Texas Academic Libraries

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

Other Libraries

[Library of Congress | Catalog](#)
[Search for a Library Webpage](#)
[Huntsville Public Library](#)