ILLiad Library Service Guide

Need something from another library? Saint Mary’s College uses the online system ILLiad for its interlibrary services.

**Articles**

Articles not available in the SMC library collection may be borrowed from other libraries and are usually received within a week. We will send you an email notification when articles are posted online. Once posted you can use ILLiad to view, print, or delete an article from anywhere you have Internet access. Articles are available for 90 days.

**Books/DVDs**

Books and DVDs not available in the SMC library collection or through the Link+ service can be borrowed from other libraries and are usually received within a month. We will send you an e-mail when your item is available for pick-up at the library circulation desk. We hold items for 10 days.
Who can use this service?

ILLiad is available to current SMC students, faculty, and staff.

What is document delivery?

You can use ILLiad to request that SMC-owned books be mailed to your home address via UPS and SMC-owned articles be posted online. This service is available to all SMC faculty, staff, and graduate students. Students who live more than 25 miles away from the campus may use document delivery, as well as all patrons with disabilities. For more information, see the DOCUMENT DELIVERY Service Guide.

Before I submit my request, how can I find out if what I need is available at the SMC library?

You can check the SMC library's website to search several databases for what you need. Items owned by the library can be found in Albert, the online catalog. Link+ can provide you with additional item titles from many libraries within California and Nevada. The library's print and online periodicals are listed or linked in our Periodicals List. If you need help locating a specific title, ask for help from a reference librarian. Reference and information assistance is available at the reference desk by phone at (925) 631-4624 and at askalib@stmarys-ca.edu.

What is Link+?

LINK+ is a consortium of California and Nevada libraries that provides a single-searchable catalog and user-initiated borrowing. Items that are not available at SMC may be requested online and will be delivered within 2-4 business days via a daily courier service. For more information, please see the LINK+ Service Guide.

Are there overdue fees?

Yes. Books and DVDs borrowed through ILLiad have daily $1 overdue fees.

What if I lose or damage a borrowed item?

You will be charged a $15 non-refundable billing fee and an at-cost replacement fee determined by the lending library. Items returned within 30 days of being billed will be credited the at-cost replacement fee. Items returned after 30 days will not be credited.

How long can I keep my items? Can they be renewed?

Articles and other items posted electronically online don’t need to be returned. Books have a loan period of 3 weeks with one possible 3 week renewal. Some books cannot be renewed and we will include this information on the book's label at check-out. DVDs have a loan period of 1 week and cannot be renewed.

What materials are available? What is NOT available?

ILLiad obtains periodical articles, books, DVDs and other videos, and occasional dissertations that are not available in SMC library or through Link+. Categories of items that are generally not available to borrow include:

- books published during the current year
- forthcoming books and periodical articles
- entire periodicals (magazines, journals, newspapers)
- reference books (manuals, handbooks, directories, etc.)

Contact us for more information about a specific item.

How do I submit requests?

Requests can be submitted online at the library’s homepage http://www.stmarys-ca.edu/library. Select INTERLIBRARY LOAN. You can have 30 active requests at one time.