

Inter-library Loan

Interlibrary Loan is a service that allows library users to borrow materials that are not available in their home library from other libraries. At KCU, this service is available to our students, faculty, and staff. This is a free service. Young Library is an International lender and borrower and is able to access items from around the world.

Interlibrary loan requests can be sent to Young Library in three ways:

- Through the ILL link in the WorldCat catalog
- Through the "Send Interlibrary Loan" link in EBSCO databases
- Through the following Interlibrary Loan request forms:
 - [Interlibrary Loan Request Form for Journal Articles](#)
 - [Interlibrary Loan Request Form for Books](#)
 - [Interlibrary Loan Request Form for Book Chapters](#)
 - [Interlibrary Loan Request Form for Academic Thesis or Dissertation](#)

You should allow a minimum of ten days for the request to be filled. Borrowers will be notified by KCU e-mail when the item has arrived.

Authentication Information:

- Name/Username: Last name only, first letter should be capitalized
- Barcode/Password: "kc"+Student ID #

Interlibrary Loan Renewals

The length of time that an Interlibrary loan item may be checked out is determined by the loaning library. A general guideline is that a school will allow you to keep an item from 4 to 6 weeks. Many specify that no renewals will be allowed.

In order to maintain a positive lending and borrowing environment with other libraries, KCU's Interlibrary Loan renewal policy states:

"Renewals are granted only in exceptional cases. If special circumstances make requests for a renewal necessary, then the borrower should notify Interlibrary Loan Personnel at least **four** days before the item is due."

Renewal requests that occur with less than 4 days from the due date require that the item be returned and a new request be submitted by the borrower.