

**Haggerty Library  
Mount Mary University  
Interlibrary Loan Policies  
Updated Fall 2022**

Interlibrary Loan (ILL) requests will be processed for current Mount Mary University students, faculty, staff, and alumnae with conditions as outlined below.

**Costs, Renewals, and Limits**

Mount Mary University Faculty/Staff (full or part-time): Free

Mount Mary University Students (all categories): Free

Mount Mary University Alumnae: Free (unless a lending library charges Haggerty Library. Then full charges **are passed along**. For details, please consult the ILL Librarian below.)

Haggerty Library reserves the right to cancel requests due to excessive cost per transaction, excessive cumulative cost per patron, or restrictions placed on items by the lending library.

Additionally, Haggerty Library may deny requests from patrons based on damaged items returned, excessive overdue books, or other misuse of the ILL system.

Requests for large, expensive textbooks will not be processed.

DVD requests are limited to **eight (8) items** at a time.

ILL items are typically available for **two (2) renewals** only. If more time is needed, please return the item and request another copy. Additionally, all items are subject to **recall**, at which time patrons will need to **return the current item** and request a different copy.

\*Lending libraries, not Haggerty Library, determine whether they will renew items. To request a renewal, please request one in your [Primo library account](#) **three (3) days ahead** of the due date. You can also visit [or call](#) the Learning Commons desk. Renewals cannot be made for overdue items. If you have any questions about your ILL items, please contact [mmu-edoc@mtmary.edu](mailto:mmu-edoc@mtmary.edu).

Overdue charges from lending libraries will be passed along to **all patrons**, so **please return your books on time or place a renewal request**. Any student who **does not pay** ILL overdue charges is not entitled to transcripts, final grades, or participate in graduation exercises, per the [Undergraduate Bulletin](#).

PLEASE NOTE: Alumni will get billed whether or not items are picked up. Costs can be considerable, so please consider this when placing requests.

**Placing Requests and Notifications**

ILL requests should be placed via [Primo](#), our library catalog, also shared with SWITCH Libraries. You can monitor your requests in your Primo library account.

Article requests typically arrive in the requester's email account as PDFs (sometimes password protected) in 2-5 days.

Book and DVD requests should be ready in approximately 5-7 days. As always, depending on the time of year, staff availability at Haggerty Library, as well as at the lending libraries, these time lengths can vary.

All ILL notifications are sent via email, and some are automatically generated from Primo.

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For further details, please contact the Coordinator of Resource Sharing and Liaison Librarian, Ryan Parker:

414-930-3384

[mmu-edoc@mtmary.edu](mailto:mmu-edoc@mtmary.edu)