

Interlibrary Loan (ILL) Regulations

These regulations only refer to material from libraries other than Utrecht University Library which has been requested via WorldCat. This material may consist of books or PDFs of a journal article or book chapter.

The user must take into account that the following items are not for loan: manuscripts, works published before 1900, very heavy or large books, loose-leaf works, newspapers, atlases, maps, work containing loose appendixes or illustrations, items from special collections or bound or loose journal issues.

ARTICLE 1 SUBMITTING REQUESTS

1. In order to submit requests for books or photocopies via WorldCat the borrower must have a (guest) Solis ID and a valid library card from Utrecht University Library
2. The applicant is responsible for stating the correct email address in the application form. No rights may be derived from not receiving email messages.
3. The applicant is informed by email on whether requests are met or not.
4. In the case of requests for books the applicant receives a notification when and where the requested book(s) are ready for pick-up
5. In the case of requests for PDFs of journal articles or of book chapters the applicant receives a link and password with which the PDF can be downloaded. The material remains available for a thirty-day period and can be downloaded up to a maximum of five times.

ARTICLE 2 RESERVATIONS

1. The ILL system does not allow reserving books that are on loan at other libraries.

ARTICLE 3 LOAN PERIOD

1. In most cases a four-week loan period applies in ILL.
2. The lending regulations of Utrecht University Library apply.
3. The fines system of Utrecht University Library applies.

ARTICLE 4 RENEWING

1. The loan period can be renewed six times in the same way as books are renewed at Utrecht University Library, unless the supplying library has recalled the book(s) in question.

ARTICLE 5 RETURNING

1. The user must always return the book(s) at Utrecht University Library.

ARTICLE 6 COSTS

1. Costs are charged for all successful requests of books, journal articles and other material, also if they are not collected or downloaded in time.

2. All costs are stated in the pricelist <https://www.uu.nl/en/university-library/practical-information/price-list>

MORE INFORMATION

Contact the library at library@uu.nl for any questions and/or complaints.

The Librarian
Utrecht University Library
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