Interlibrary Loan (ILL) Regulations

These regulations only refer to electronically ordering and supplying documents from Picarta.

In order to submit requests for books or photocopies in Picarta you need an Interlibrary Loan (ILL) account. The ILL account includes a username and password.

If you have a valid student card or a library card of Utrecht University Library, you can open an ILL account at any desk of Utrecht University Library.

After opening the account, you will receive a username and password.

You are responsible for keeping your username and password secret.

If you lose your password you must immediately inform the library where you opened your account. We will then block your ILL account.

When you request a new password, you must give proof of your identity.

Utrecht University Library is not liable for misuse of the ILL account.

As a holder of an ILL account, you are required to have enough money on your account. If the balance is insufficient to cover the charge, your request will not be processed.

The ILL account must be credited at the library where you opened the account. Or you may send an e-mail to: library.ill@uu.nl

Refunding money on an ILL account is possible, after deduction of €12.50 administrative costs.

The books you requested will always be sent to the library where you opened your account, also if you submitted an online request in another library.

You are responsible for the correct entering of the address to which the requested photocopies should be sent.

You cannot use this system to reserve books from other libraries.

You cannot submit rush requests, free requests or international requests.

The computer system decides to which library the request is sent.

The user may influence this process by unticking the boxes of particular libraries in the list of suppliers.

As a rule the loan period of ILL books is four weeks.

In some cases the supplying library may determine that the publication is for consultation only.

You may renew the loan period six times, unless the supplying library has recalled the book(s) in question. You renew the books in the same way as you renew books from Utrecht University Library.

Please 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, works containing loose appendixes or illustrations, special collections as well as loose journal issues.

You must always return the book at one of the Utrecht University libraries.

If you have any complaints, please go to the library where you opened the account.

If a publication cannot be supplied, you will be notified by e-mail.

The use of an ILL account is unlimited, unless the librarian of the university decides to close the account prematurely due to disciplinary or administrative reasons.

The Librarian