

INTERLIBRARY LOAN

If Hatch Library doesn't own a needed book or have access to the full text of a certain article, our Interlibrary Loan (ILL) service can help! We can obtain materials for you for a course, for academic research, for professional development, or simply for personal recreation, from partnering libraries across the US.

Frequently Asked Questions

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Who can use the Interlibrary Loan service?

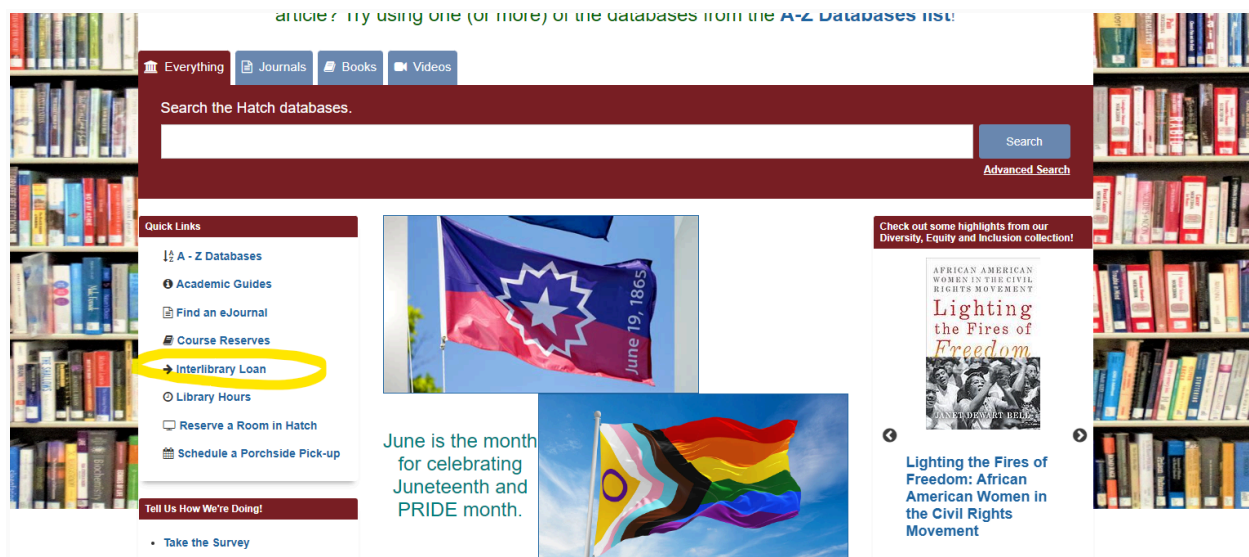
Bay Path faculty, staff, and currently enrolled students are encouraged to request any items they may need. We also accept limited ILL requests from Bay Path alumni.

How do I submit a request?

There are a few ways you can get your request to us. If you are using the library databases, there will be a direct link to an ILL request form for any article or book not available at Bay Path:

The screenshot shows the Hatch Library website interface. At the top, there is a search bar with the text "tinnitus cure" and a "Sign in" link. Below the search bar, there are navigation links: "Advanced Search", "Course Reserves", and "Resources". The main content area displays a search result for "Result 372 of 377". The article title is "Vestibular nerve section: long-term follow-up." by "D.G. Paopas Jr." from "The Laryngoscope" (1997). The article is marked as "Peer-reviewed". A summary is provided: "Vestibular nerve section is considered an effective modality in the treatment of refractory and incapacitating vertigo. Typically nerve section results are described on the basis of short-term follow-up. We have reviewed 41 cases of vestibular nerve section spanning an 18-year period. Although the majority of cases involved classic Meniere's disease, delayed endolymphatic". The "Access Options" sidebar on the right is circled in yellow, showing "Request from Libraries Worldwide" and a prominent red button labeled "Request Item through Interlibrary Loan".

If you have a citation already in hand for an item you need, such as one from a class syllabus, you can use the ILL request form available in the *Quick Links* section of the library's homepage:



The ILL request form is also available on the [Bay Path portal](#). You can connect with us over email, as well, to request materials at ill@baypath.edu.

What can I request through ILL?

You may request items to borrow in a physical format, such as print books or movies on DVD, as well as those in electronic format, such as journal articles or chapters from e-books. Unfortunately, we cannot borrow items internationally, nor do we borrow whole books in an electronic format at this time.

How many requests can I submit?

There are no restrictions on how many items you may request.

Is there a charge to use the service?

There is no cost to you.

How long does it take to receive my requested materials?

Although we cannot guarantee a particular turnaround time due to the nature of the process, generally we say a day or two for article requests, and two weeks for print books. If you are an online student who needs print materials mailed to your home, please add additional time for shipping.

How do I know when my requested material arrives?

Upon receipt at Hatch Library, we will email articles, or a link to retrieve them, directly to your BPU email account. For print materials, we will notify you via your BPU email when your book is ready for pick-up at the library. If you are an online student, we will notify you via your BPU email when we

ship the book to your home address. The BPU book strap and paperwork should be left intact on your borrowed book.

Can I renew my ILL book?

If you need to renew your ILL book, we are happy to ask the lending library for an extension for you. Contact us at ill@baypath.edu.

How do I return my ILL book?

You may stop in to Hatch Library to return your book, or leave it in the book drop box on the front porch. If you do not live locally, please ship the book back to us via a traceable shipping method to the below address. Unfortunately, Bay Path does not provide return postage labels nor packaging.

Hatch Library
Interlibrary Loan
Bay Path University
588 Longmeadow St.
Longmeadow, MA 01106

Please return your book by the due date. You are responsible for materials from the time you receive them until they arrive back on the Longmeadow campus. If items are lost or damaged while in your possession, you may be billed for their replacement.

I teach at Bay Path. Can I share a resource with my classes that Hatch Library obtained for me from another library?

No, ILL materials are for your personal use only, and may not be distributed to or used by your students. For further copyright and fair use guidelines, please contact Hatch Library staff at hatchlibrary@baypath.edu.

Who can I contact if I need more information?

Please contact Michele McGrath, Content Management and Resource Sharing Librarian, at ill@baypath.edu.