Interlibrary Loan Guidelines

General information

Requests for interlibrary loans will only be accepted if it supports the research or teaching and learning needs of Deakin University. The Library reserves the right to refuse requests for material that don’t follow this requirement.

The Library will provide all requests at no cost to the requester.

There is no limit on the number of items that may be requested but the Library reserves the right to attach constraints/conditions, if it’s deemed that numbers of items requested are excessive.

Registration is not necessary to use the Interlibrary Loan service.

Eligibility for Interlibrary Loan

The Library provides the Interlibrary Loan service for the following:

- Deakin University staff
- Deakin University students excluding:
  - MIBT students
  - Students enrolled in single subject non-award study

Copyright

Australian copyright law may prevent you from obtaining some material. The Library reserves the right to refuse to accept a request if, in its judgment, filling the request would involve violation of copyright law. All copying must comply with the following limits prescribed in the Copyright Act, 1968 (Commonwealth).

- 10% of the pages of a work or 10% of the words (if work published electronically) or one chapter, whichever is greater;
- more than 10% if the work is out of print or unobtainable in a reasonable time and at a reasonable price;
- the whole or part of an article in one issue of a periodical;
- two articles in one issue if the articles deal with the same specific subject matter;
- the whole or part of a literary or dramatic work in an anthology if it is not more than 15 pages;
- an artistic work which accompanies a literary or dramatic work to illustrate the text;
- the whole or part of an artistic work if not separately published or obtainable at a reasonable price

When you submit a request you are making a legal declaration to abide by the conditions of the Copyright Act 1968 (Commonwealth)
Delivery of Interlibrary Loans

Loans
- Staff are sent interlibrary loans by internal mail, to their School or Division address as it appears on their Library account. Alternative addresses can be negotiated.
- Campus students pick up interlibrary loans at their campus library.
- Cloud (online) students are sent interlibrary loans to their address as it appears on their Library account. Alternative addresses can be negotiated or you can choose to pick up items from one of our campus libraries.
- Overseas students can’t request loans from other libraries (copies are OK).

Copies
- All requests for articles, conference papers, book chapters, etc. will be supplied via email. Copies can be requested by all clients eligible for Interlibrary Loan.

Renewals and return of borrowed items
- The return due date is written on the yellow Interlibrary Loan strap.
- Important: Please return the book and strap together or else the item cannot be properly checked in and removed from your library account.
- There is no guarantee of a loan renewal for interlibrary loans as this depends entirely on the lending library. Application for renewals must be made directly to Interlibrary Loan staff:

  Phone: +61 3 5227 1203
  Email: lib-ill-glg@deakin.edu.au

Borrowing theses
Most university libraries do not lend their theses, though we will try to borrow the thesis for you. Usually to obtain a thesis, a copy will have to be purchased and added to the Library collection. This can take 6 – 8 weeks.

Deakin University theses are available for loan to other Australian libraries only. Queries regarding purchase of Deakin University theses will be forwarded to Acquisitions.