

# Interlibrary Borrowing

## Introduction to the Interlibrary loan (ILL) service

ILL is a free service provided to currently enrolled students, faculty, and staff to assist in obtaining materials our library does not own. The Lee College Library staff contacts other educational institutions or public libraries to obtain books, articles, or other media. This service is a library to library lending service and must comply with national protocol.

In order to obtain this material, the patron fills out a request form for a [book or periodical article](#). Some libraries charge for filling interlibrary loan requests. To speed the process of obtaining your requested material, patrons should always include the amount they are willing to pay for the request and fill out the form completely. You will never be charged for an ILL unless you have authorized it.

Please read the [Interlibrary Loan Policy](#).

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order or interlibrary loan requests if, in its judgment, fulfillment of the order would involve violation of copyright law.

[FIND A CAREER](#)  
[My Next Move](#)