Interlibrary Loan Policy

Contact (336) 841-9170 – ILL@highpoint.edu

Smith Library provides patrons access to items not held by the library through the Interlibrary Loan service. We also provide items for lending to other OCLC member libraries. We are an ARIELVIS library and adhere to reciprocal lending and borrowing practices.

Borrowing- Items can be requested using the online Interlibrary Loan request form. Articles arrive in 1-3 days, while books take between 1 and 2 weeks. These are average turnaround times and may vary. Check out periods are the same as non-ILL check outs, 21 days with renewal available pending the lending library’s renewal of the item.

Lending- Requests are gathered and reviewed through OCLC. Books are shipped using USPS. Articles are sent electronically by Ariel, e-mail or fax. Articles can also be sent via library mail. Book loan period is 21 days, with the ability to renew. We will not lend bound periodicals, rare books, reference, A/V materials, special collections, course reserves materials and other materials deemed not suitable for loan by the ILL staff.

Purchase on Demand (POD) and Books on Demand (BOD)

The goal of Smith Library’s POD and BOD program is to meet the immediate needs of our users while adding potential high-use and /or quality academic titles to our collection, including books, dissertations and A/V items. Filling requests in the timeliest manner possible is of the upmost importance to our users.

Selection Criteria-

Should be initiated through the ILL process.
Item represents current academic or research topic(s).
Title is an item we should own but do not (classic or respected title).
Cost should not exceed $100.00.
In case of dissertation purchase, patron’s need for item should be ascertained.