

## Interlibrary Loan Policy

Libraries are not able to own every resource that users may require to support their research, learning and teaching activities. Costs, availability of specific resources in the market, limited demand for resources, potential usage over a period of time, copyright and storage space are some of the factors contributing to the decision regarding ownership versus loan.

Interlibrary loan is a standard library service offered by many libraries around the world, where collaborative arrangements allow libraries to obtain resources from partner libraries via loans of books or delivery of documents from one another. SMU Libraries has established partnerships with many libraries in Singapore and overseas which will enable the library to support user needs for resources which the library does not hold, by obtaining the required resources through interlibrary loans.

SMU Libraries' Interlibrary loan (ILL) service obtains books, book chapters, journal articles and other resources for university-related research, learning and teaching, that are not available in the SMU Libraries collection. The Library participates in this cooperative arrangement both as a lender and borrower of materials. Interlibrary loan service is available to SMU faculty, staff, postgraduate students, as well as 3<sup>rd</sup> and 4<sup>th</sup> year undergraduate students.

ILL services are provided at no charge for eligible users from SMU, in most cases. Requests for ILL can be made via a [completed form](#), after users log into their accounts or [via email](#). When possible, articles are delivered electronically. Lending libraries determine the loan period for books and any conditions regarding the use of their materials.

Libraries seeking ILL arrangements with SMU will need [an account](#) with SMU Libraries.

Interlibrary Loan services are administered in accordance with the “fair dealing” interpretation in Section 46 of the Singapore Copyright Act.

To learn more about Interlibrary Loan services at SMU Libraries, refer to the [Interlibrary Loan page](#).