

INTERLIBRARY SERVICES, REFERRALS, AND RECIPROCAL BORROWING

INTERLIBRARY SERVICES: Books, and copies of periodical articles not owned by the Adelphi University Libraries may be obtained from other institutions through Interlibrary Services. Please plan ahead and allow at least two weeks for processing. There is no charge for this service for Adelphi students, faculty, administrators, and staff who are in good standing. A request form is also available on the Library's web page.

Requestors will be notified when the material has arrived. The item may be picked up at the Access Services Desk. Articles are held for four weeks upon notification. Articles may be emailed to your email account (must have Adobe). For information, please call I.L.L. at 516-877-3571.

INTRALIBRARY SERVICES: ALICAT, the Adelphi Libraries' automated online catalog, indicates the materials held in the annex storage facility, the Hauppauge Campus Library, and the Manhattan Campus Library in the location field. If a book is housed in one of the off-campus locations, you may place a hold through ALICAT for the item. An Access Services staff member will process the request, which, when filled, will be available at Swirbul via the next campus mail delivery. You will be notified by email when the material has arrived. Requests for **periodical articles** are processed by Periodicals Services, Stack 5S in Swirbul Library. **FAX** is available for rush delivery of periodical articles between Garden City, Manhattan, and Hauppauge.

COPYRIGHT RESTRICTIONS: Copyright constraints limit our interlibrary services requests to five articles per year from journal issues published within the past five years.

REFERRALS: If the Adelphi University Libraries do not own the journal or book you need and you do not wish to wait for Interlibrary Services, a librarian at the reference desk may be able to direct you to a nearby library which owns the needed material. See the section on the **LILRC Research Loan Program**, below.

RECIPROCAL BORROWING PRIVILEGES AT QUEENS COLLEGE: Adelphi University and Queens College, CUNY, participate in a reciprocal borrowing arrangement. Adelphi faculty may borrow materials from the Benjamin Rosenthal Library at Queens College for four weeks with unlimited renewals. Adelphi students may borrow circulating materials for three weeks with one renewal. If you would like to use the Rosenthal Library, simply stop at the Rosenthal Circulation Desk to obtain a borrower's card. Both your Queens College borrower's card and your currently validated Adelphi ID will be necessary to borrow materials from Queens. Cards will be issued only to borrowers in good standing at their home library. For further information, call Ann Minutella, Associate Dean of Libraries at 516-877-3518.

OTHER LIBRARIES AVAILABLE TO ADELPHI STUDENTS:

Hofstra: Adelphi students may generally use, but not borrow from Hofstra's Axinn Library. During limited access periods (posted at all service desks in Swirbul Library), Hofstra limits its building and periodicals access to members of the Hofstra community. Government documents collections, however, may be used during these periods through the use of dated day passes (which are held by the door guard at Hofstra). An appointment must be made in advance by telephoning Hofstra at 516-560-5972.

C.W. Post: Adelphi students may generally use, but not borrow from, the Schwartz Library at C.W. Post. However, all access to the Schwartz Library is restricted during limited access periods (posted at all service desks in Swirbul Library). During these periods, however, day passes are available at the Schwartz Library for use of Post's Federal and State Depository Libraries and other libraries by special permission. Permission to use materials other than Government Documents should be requested through a Reference Librarian at the Swirbul Library Reference Desk.

Research Loan Program (LILRC): The Adelphi community may use LILRC (Long Island Libraries Resources Council) member libraries in person (except during limited access periods as described above). In special cases, you may be permitted to borrow materials from these libraries through the Research Loan Program (RLP). RLP provides for the reciprocal lending of materials to students, faculty, administrators, and other constituencies of participating libraries. The program involves circulation only since, in general, most LILRC libraries allow use of materials on site in the library without special arrangement. Participating libraries include most of the public and academic libraries on Long Island. Arrangements must be made in advance through the home institution. In order to avail yourself of borrowing privileges, please see a Reference Librarian at the Swirbul Library Reference Desk.

OTHER LIBRARIES AVAILABLE TO ADELPHI FACULTY:

In addition to the resources listed above, members of the Adelphi community with full-time faculty status are eligible to apply for borrowing privileges at the Axinn Library, Hofstra University; and the B. Davis Schwartz Memorial Library, C. W. Post Center of Long Island University.

Please allow ample time for your application to be processed, since your status must be verified by the lending library. Members of the Adelphi faculty should apply at the lending library, which will contact Adelphi University for verification. You will be notified by the lending library when your borrowing privileges become effective. Special Borrowers Cards enable Adelphi faculty to bypass the restrictions of the limited access periods imposed by these libraries in ways that Research Loan Program cards do not. For further information, call Ann Minutella, Associate Dean of Libraries at 516-877-3518.

DOCUMENT DELIVERY SERVICES FOR FACULTY, STUDENTS, AND ADMINISTRATORS:

Document delivery services are available to faculty, students, and administrators.

Due to the expense of document delivery, the Libraries reserve the right to make the final decision regarding the appropriateness of requests for rush service when Library funds are involved. However, faculty, students, and administrators may elect to use the document delivery services through their own credit card or deposit accounts if they prefer. For further information contact **Ann Minutella**, Associate Dean of Libraries at **516-877-3518**.

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