



Inter-Library Loan (ILL) & Document Delivery (DD)

Terms & Conditions

1. The Inter-Library Loan (ILL) service is an overseas document supply service that is exclusively available to all current registered patrons with the University of Malta with an active UM IT account.
2. Prior to submitting a request for ILL material, patrons need to make sure that the research material they are requesting is not available at the University of Malta Library, in print or electronic format, by searching our catalog (HyDi).
3. An Inter-Library Loan (ILL) request cannot be cancelled once the ILL Request Form is duly filled and signed by the patron, and submitted to the UM Library. ILL service operates at a cost which requires the requester to settle payments on confirmation of receipt of the requested material.
4. The due date of an ILL document (print material) is always determined by the lending library. Generally supplying libraries assign a loan period of three to four weeks and the due date will be indicated on an attached paper slip.
5. In most cases, due dates are not applicable for Electronic documents or photocopied articles and book chapters, are meant to be kept solely for the purpose of personal or private research, hence due dates are not applicable in this case.
6. An ILL item which is not collected by the patron is kept at the UM Library for the whole loanable period until the three days before its expiry date. Failure to collect the item as per due date the item will be returned to the supplying/ lending library and the patron will have to settle the payments just the same. The patron is solely responsible to settle all the relative ILL payments.
7. A Common practice for lending libraries is to charge a service fee for the document requested which covers insurance, mailing & handling, royalties and sales tax where applicable. The maximum fees payable are EUR20 for articles and EUR30 for book loans. Any extra charges shall be absorbed by the Library, excluding the rapid service. If an item is

lost or damaged, the requester is responsible for the replacement cost, including any additional processing fees.

8. Lending libraries may impose restrictions on the usage of any loaned document and may further request that the item will be returned prior to its due date.

9. Patrons are required to settle payments online via HyDi (My Library Account) for the ILL service before they collect the material.