INTERLIBRARY LOAN DOCUMENT DELIVERY POLICY

Introduction

Interlibrary Loan (ILL) Document Delivery is one of the services provided by the Library to obtain resources that are not available by virtue of the partnership agreement or informal collaboration with other libraries.

Who can avail:

ILL can be requested by ILL User (University administrators, faculty, researchers, post graduate students and other University personnel who are considered as authorized users of the Library doing activities related to the research and education.)

Library users who have delinquent items or overdue cannot avail of ILL service.

How to avail:

When a needed resource is unavailable or not owned by the Library, a user may request from another library by filling out an ILL request form electronically via the Library portal. An ILL request sent via e-mail to interlibraryloan@nu.edu.kz or the Librarian in-charge is also acceptable.

User/s can request for a maximum of three articles/ book chapters at a time to accommodate other requests.

A maximum of three book chapters for one book can be accommodated for ILL. Beyond this limit, the book will be considered for purchase to the library collection.

Waiting period for the delivery of request is dependent on the partner institution providing the service, and takes usually 2-3 working days. In case, a request is not received for a certain period, the ILL Librarian in-charge will send update to the requester as to the status of the request seven (7) working days after the request has been posted.

This service is generally free of charge to user.

It is the responsibility of the users to observe diligently the copyright rules on materials obtained.