

The Interlibrary Loan and Document Delivery

Policy Statement

The Interlibrary Loan and Document Delivery Department provides materials that are not held by AUC libraries to faculty, researchers and students. It delivers journal articles and book chapters from libraries and document suppliers in Egypt and abroad.

Reason for Policy/Purpose

To request journal articles, book chapters (but not entire books), and other documents through Document Delivery through ILLiad, our electronic document delivery system which enable user to submit requests, check the status of your requests, and retrieve the documents.

Who Approved This Policy

Shahira el Sawy

Dean, Libraries and Learning Technologies

Who Needs to Know This Policy

All AUC faculty and staff members, currently enrolled students, alumni, and registered visitors.

Web Address for this Policy

<http://schools.aucegypt.edu/library/departments/Pages/Request-materials.aspx>

Contacts

Responsible University Official: Radwa Shehata

Responsible University Office: Plaza Level, LLT Building

If you have any questions on the policy or procedure for Interlibrary Loan and Document Delivery policy, you may:

1. Call at 2615 3698, or
2. Send an e-mail to docdel@aucegypt.edu

Definitions

<i>cost</i>	Document Delivery services are available at no charge to faculty, currently enrolled students, staff and alumni. Charges for visitors are LE 100 per article.
<i>Turnaround time</i>	Normal turnaround time is within one week, often in as little as two to three days. Requests that are difficult to fill may take more than two weeks.

Policy/Procedures

If you already received a login account, use ILLiad (our document delivery web interface) to submit your requests, check their status and retrieve received articles. Please make sure that the data entered is spelled correctly.

Before submitting a request, please check the library's [online catalog](#) and [E-Journal Portal](#) to see if the article is available either in the library's print periodicals collection or online.

We do not borrow books that must be returned. We only with non-returnable materials such as photocopies of journal articles, or chapters in books and conference proceedings subject to copyright law.

Forms/Instructions

Service webpage:

<http://schools.aucegypt.edu/library/departments/Pages/Document-Delivery.aspx>

Library Forms:

Document Delivery Account Request Form (ILLiad)

<https://aucegypt.illiad.oclc.org/illiad/logon.html>

Related Information

The interlibrary loan and document delivery services borrows materials from other institutions and lends materials to institutions worldwide. Regretfully the library cannot handle returnables due to the high cost of courier or Fedex delivery and the risk of losing items in the regular mail. We deal only with non-returnable's like photocopies of journal articles and chapters in books subject to copyright law. Individuals wishing to request materials from our collections must submit requests through their local library.

The full-text of most dissertations and theses from the United States, Canada, Britain and Europe are available online to AUC faculty members, staff, and students at Proquest members **Dissertations and Theses**. If the full-text is not available, library patrons can request a copy from ProQuest via document delivery using ILLiad.

AUC is also a member of OCLC's **SHARES** program. **SHARES Participants** benefit from access to restricted, non-circulating and special collections materials in other SHARES member libraries. Among the benefits of SHARES participation is onsite privileges. AUC faculty members and students have onsite access to some of the major research libraries and institutions of the world as part of its SHARES membership. The SHARES onsite access privileges will permit AUC faculty members, emeritus faculty members and students to use the collections and services at other SHARES Libraries with the same degree of access accorded to their peers at the host institution. However, onsite-access does not grant borrowing privileges. Visits to a SHARES member library must be arranged in advance through the AUC Library SHARES representative.

The AUC Library has **cooperative agreements** with the following organizations in Egypt:

- The American Research Center in Egypt (ARCE)
- Netherlands-Flemish Institute in Cairo (NVIC)
- Egyptian National Scientific and Technical Information Network (ENSTINET)

History/Revision Dates

Origination Date: Month, Day, Year

Last Amended Date: Month, Day, Year

Next Review Date: Month, Day, Year