

Interlibrary Loan Policy

1. Introduction

1.1 The AUT Library Interlibrary Loan Service enables AUT staff and students to request an item, which is not held by AUT Library, from another library or document supplier, nationally or internationally.

2. Interlibrary Loan Service

2.1 The Interlibrary Loan Service is available to

- AUT staff
- AUT students

2.2 Prior to requesting an interlibrary loan, users should

a) check the AUT library catalogue. If it is available at another campus, please make a request through the catalogue.

3 Charges

3.1 The Library will meet the costs of standard interlibrary loan requests. If a request exceeds the standard cost you will be contacted before we proceed.

4 Copyright

4.1 No more than one article may be obtained from one issue of one journal at one time, or two articles if they are on the same subject.

4.2 Requests must be for the purposes of conducting research, private study or teaching.

5 Service times

5.1 You should receive electronic copies e.g. journal articles, book chapters etc. generally within 3-7 days. Items will be sent to your AUT email address as a link to a PDF.

5.2 Loans e.g. books etc. generally arrive in 3-5 days, although they may take longer from overseas. You will be notified via your AUT email address when the item arrives. The item may be collected from the Lending desk at the campus you specified on your request. If you are registered for the distance service the item will be posted to you.

6 Returning interlibrary loans

6.1 You may return your loan to ANY of the campus libraries.

For any queries please contact:

Document Supply Team
Ph. +64-9-921-9999 x8662
Email: interloans@aut.ac.nz