

What can and what cannot be ordered?

Materials that can be requested:

- Books
- Chapters from books
- Conference Proceedings
- Newspapers articles
- Scholarly articles

Materials that cannot be requested:

- Non-circulating materials (valuable, fragile, and rare materials)
- Reference materials
- Entire issues or volumes of a journal
- Multiple volumes

Theses and Dissertations:

Most universities do not lend or photocopy full-text theses and dissertations. Many theses are now available online for free. Otherwise, many some theses can be purchased from the database "Dissertation Abstracts" available from the Libraries' website.

For further help, please contact:

ILL-DDS Department, Ground Floor, Room 013
Issam Fares Library Learning Center
University of Balamand
Tel. +961 06-931958 /962/964
Ext. 4126
Email: illdds@balamand.edu.lb

Interlibrary Loan &
Document Delivery Service
ILL-DDS

Intercampus Loan Service
ICLS



This service supports scholarly research by:

- Borrowing materials (articles, books, proceedings, etc.) not available from the university library.
- Delivering library materials between campuses.
- Lending library materials to other libraries.

Eligibility & Fees:

All UOB students, faculty, and staff with active university ID are eligible for ILL-DDS service. This service is free of charge for users; the cost is covered by the libraries. Therefore, requests should be made cautiously.

Limit:

Status	items per academic year
Undergraduates	15
Postgraduates	20
Full-Time Faculty	40
Part-Time Faculty	25
Staff	20

Procedures:

- Check the library catalog and journal finder to make sure that the requested material is not available in your campus, or in the University Libraries;
- Fill in the relevant form available on the University Libraries' website. If the material is available in one of the University Libraries you should fill the Inter-campus loan form. If not please fill the Interlibrary loan form;
- Check your UOB email for updates about your request.

Copyright:

The University of Balamand observes and follows the Lebanese law for the protection of the intellectual property, as well as international agreements. Therefore, the libraries encourage users to abide by copyright law and to understand the fair use concept in order to exercise good judgment when fulfilling their educational needs.



How long will it take to get my materials?

There are several factors that are important to consider in concerning delivery, e.g. whether it is a non-returnable item (photocopy) or a loan, whether the supplier is a local library, overseas library or a commercial vendor and the method of delivery (e.g. regular mail, courier, fax, etc.). Some average times include:

Local order : 3 days to 1 week
Overseas order : 2 weeks to 3 weeks