

Vermont Law and Graduate School Library

Document Delivery and Interlibrary Loan Policy

General Guidelines

The library's Access Services Department accepts borrowing requests from all current Vermont Law and Graduate School students, faculty, and staff for materials related to academic work (teaching, learning, and research).

Non-residential faculty and students enrolled in online classes through VLGS can submit requests for items owned by the VLGS Cornell Library, as well as scanned book chapters and articles owned by VLGS or by other libraries in our borrowing network.

Physical items owned by the VLGS Cornell Library, such as a book, will be mailed to non-residential borrowers through the U.S. Postal Service and should be returned via USPS.

VLGS alumni and members of the public should submit interlibrary loan requests through their local public library or other affiliated institution.

Generally, articles and book chapters are made available electronically as a PDF. These are available to download for 30 days. These documents are for you, the borrower, to keep, and you are responsible for “fair use” (private study, scholarship, and research) of the reproduced material. Be sure to download and save your documents before the 30-day window has ended.

On-campus VLGS borrowers will pick up their loans at the VLGS Cornell Library Information Desk during our staffed hours. Physical books and other media may be returned anytime in one of the library book drops.

Services for Online Students

Non-residential VLGS borrowers will return the borrowed item(s), using the envelope with pre-paid postage provided. It is the borrower's responsibility to return the material to the VLGS Library by the due date. If a borrower loses their return envelope it is their responsibility to pay for return postage.

To renew a physical book borrowed from another library, submit a renewal request through the ILL system. Not all lending libraries offer renewals, and occasionally borrowing restrictions are specified. Borrowers are expected to honor these conditions and to make a renewal request before the due date.

Please help us maintain excellent relationships with our lending library partners by returning all loans on time. Renewal requests for items owned by the VLGS Cornell Library can also be made through the ILL system. One renewal is usually permitted.

The VLGS library follows federal copyright law (Title 17 of the *United States Code*).

Restrictions

There is no limit on the number of ILL requests borrowers can make, but please use sound judgment when requesting a large amount, as every item incurs a cost to the library.

The library is unable to borrow textbooks, casebooks, and other assigned reading materials for classes. Students are expected to rent or purchase their own textbooks. Faculty may be able to request a review copy of texts directly from the publisher.

The library does not charge for borrowing books or articles. However, we reserve the right to review the cost of purchased articles, chapters, or lending fees from other institutions, and to suggest alternative sources.

Not all materials are available to borrow. Some rare or out-of-print materials, or unpublished items such as white papers and dissertations may be difficult to acquire.

Student borrowers are responsible for lost or damaged materials, and will be billed accordingly.