**University of Texas Rio Grande Valley**

**University Library**

**Interlibrary Loan Department**

**Lending Policy**

**Contact Information**

 University of Texas Rio Grande Valley (UTRGV)

 University Library

 Interlibrary Loan Department

 1201 W University Dr.

 Edinburg, TX 78539

 956-665-2762

 ill@utrgv.edu

 http://utrgv.libguides.com/utrgvill

**Who may borrow from The University of Texas Rio Grande Valley?**

UTRGV lends to all institutions including those located oversees (articles only for those located oversees).

**How do you accept requests?**

We accept requests via OCLC ILL (preferred), e-mail, fax, and mail. If request is done through e-mail, fax, or mail, patrons must fill out ALA Interlibrary form.

**What materials will you loan?**

The following materials are available through Interlibrary Loan:

For photocopies: any collection

For loans: any collection except computer files, e-audio books, e-serials, e-texts, integrated resources, internet resources, kits, maps, microforms, newspapers, photographs, serials, sound recordings, nor visual materials.

**Do you charge for lending?**

The UTRGV only charges institutions that charge us for borrowing. Please consider becoming a reciprocal lender.

**How do you deliver materials?**

We deliver returnable materials via USPS Library Rate, and Courier/TEXpress.

We send articles via Odyssey (preferred), Article Exchange, e-mail, and Courier/TEXpress.

**Overdue/Damaged/Lost Items**

We charge a standard processing fee of $15/item plus the cost of the material.

**Loan Periods**

Loan period: 6 weeks

Renewal period: 2 weeks

Renewal max: 2 renewals

**Other Information/Questions**

Please contact us directly at the phone and e-mail above concerning any questions.

The University of Texas Rio Grande Valley Interlibrary Loan Department operates according to the University’s Academic Calendar.