

Saint James School of Medicine
Library Article (Inter Library Loan) request policy

The Library maintains links and access to a significant number of articles in several websites and databases, some of which are open access and others which are subscription products. Although there is a lot of material available, it could be that during the normal research process, students or faculty may find that a specific article is not available or cannot be found. In that case, an article request can be made. This request may be filled through inter library loan. If the request cannot be filled, the requester may petition the dean for purchase of the article (s).

All article requests must be processed through the library website. A form is provided where students and faculty can fill in the details. The link is at: <http://www.sjism.org/library/ask/help-form/>

Please note the following guidelines:

- All requests are subject to review and approval (by Librarian and/or Research coordinator).
- An attempt will be made to locate the article(s) but there is no guarantee that the article can be obtained.
- Turnaround time could be from one hour to a week, since the article may have to be obtained from another library.
- Students and faculty are expected to search in our subscribed resources and also PubMed before making an article request.
- Interlibrary loans are not used by the Library as a substitute for subscription to a particular resource; therefore these requests are limited in quantity and frequency, in accordance with copyright law.