Interlibrary Loan Policy

1. Interlibrary loan is a service provided to Princeton Theological Seminary faculty, visiting faculty (including CTI members), students and staff. Persons not affiliated with Princeton Theological Seminary in these ways should use the facilities of their own institution or those of their local public library.

2. Interlibrary loan is designed to support patrons in their research, making available supplemental resources which the Princeton Theological Seminary Library and the Princeton University Libraries cannot provide. The patron should have made a reasonable effort to locate the desired materials at Princeton Theological Seminary and at Princeton University.

3. If many items are needed, the patron should arrange to visit the libraries where those materials are held. The reference librarian reserves the right to limit the number of requests honored for a particular patron, in accordance with accepted interlibrary loan practice.

4. A patron should not request materials that Princeton Theological Seminary owns unless they have been officially designated as missing. Books already charged out must be recalled.

5. Requests may be made in person with a member of the reference staff during regular service hours or via email.

6. Books are borrowed at no charge to the patron. ALL BOOKS MUST BE USED IN THE LIBRARY. BORROWED BOOKS DO NOT CIRCULATE. If the lending library charges a fee for articles copied from journals or books, however, the patron will be responsible for paying the fee regardless of when the material arrives.

PATRON MUST INDICATE THE MAXIMUM S/HE IS WILLING TO PAY FOR A PHOTOCOPY OR SCAN. The patron will be billed for whatever charges are assessed against the seminary library for this service.

PLEASE NOTE: IT OFTEN TAKES UPTO 10 DAYS FROM THE DATE OF A REQUEST TO OBTAIN MATERIALS VIA INTERLIBRARY LOAN.

Princeton Theological Seminary Library
09/09/2013

Interlibrary Loan Request

Today's date:

Your name:

Email:

Phone number: SBN: PTS status:

For a book:
Author(s):

Title:

Publication place and date:

May we substitute with another edition? Yes No

For an article or essay:

Article's author:

Article's title:

Name of periodical or book:

Volume: Number: Year: Pages:

How much are you willing to pay for a photocopy or scan?

Have you checked the Princeton Theological Seminary (PTS) Library's catalog?
PTS does not hold item PTS copy is missing PTS copy is checked out

Have you checked Princeton University (PU) Libraries' Main Catalog?
PU does not hold item PU copy is missing

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