

Toronto School of Theology

Inter-Library Loans

Advanced Degree Students at a Distance

There are a number of options that graduate students at a distance have for accessing library materials. As a preliminary you should check the UTL catalogue first.

Requesting Materials

Before you request items on interlibrary loan, there are a number of key questions you should ask yourself:

Do the U of T libraries own the item you want?

1. [Check the U of T catalogue first.](#)
2. See: <http://onesearch.library.utoronto.ca/ill>
3. If you have a citation to an article try <http://onesearch.library.utoronto.ca> (under "Articles" tab).

If the UTL does have the item you want, how do you request it?

There are two choices:

1. Robarts

Robarts will send loans of its own items by courier to you on the condition that you will also return the item(s) by courier.

Such items **cannot** be requested by RACER (see below). Items have to be requested personally by contacting the Interlibrary Loans Office:

Lending 416-978-2288

Borrowing 416-978-6214

Fax 416-978-1608

roba.illinfo@utoronto.ca

In some cases it may be necessary to process such requests through another institution like your public library (see #3 below).

2. TST Libraries

Each of the TST Libraries may have their own policies (and associated charges) with regard to loaning material at a distance. For contact information for each library, see below and contact them directly with your requests.

Emmanuel College Library

<http://library.vicu.utoronto.ca/emmanuel>

Contact: John Kutcher john.kutcher@utoronto.ca Phone: 416-585-4550

Knox College: Caven Library

<http://www.knox.utoronto.ca/life-at-knox/caven-library>

Contact: Joan Pries joan.pries@utoronto.ca Phone: 416- 978-4504

Regis College Library

<http://www.regiscollege.ca/library>

Contact: Teresa Helik teresa.helik@utoronto.ca Phone: 416-922-5474 x235

St. Augustine's Seminary Library

<http://www.staugustines.on.ca/academic/library.html>

Contact: Maryam Rezai-Atrie library_sas@rogers.com Phone 416-261-7207 x 271

St. Michael's College: Kelly Library

<http://stmikes.utoronto.ca/kelly/index.asp>

Manda Vrkljan kelly.article@utoronto.ca Phone: 416-926-1300 x 3430

Trinity and Wycliffe Colleges: John W. Graham Library

http://www.trinity.utoronto.ca/library_archives/index.html

Lia Ferrari lia.ferrari@utoronto.ca Phone 416-978-5851

If the UTL does not have the item you want, what do you do?

You can sign on to Racer and order your materials online. Do so here:

<http://discover.library.utoronto.ca/services/ill/request-articles-or-books-from-other-libraries>

To use this service you will need:

- your 14 or 16 digit library barcode
- your PIN (normally the last 4 digits of your student or personnel number)
- your email address

Once you have registered submit your request, either by searching the catalogues in RACER, or after logging in to RACER by going directly to 'My Account' > 'Blank Request Form.'

Charges: InterLibrary loans for books are free between Canadian university libraries. There is a \$5.00 fee for any article acquired from outside U of T.

NOTE: The RACER process assumes that you are accessible to the campus to pick up the item.

See further for charges:

<http://discover.library.utoronto.ca/services/ill/interlibrary-loan-borrowing-charges>

For a guide to policies for use of RACER:

<http://discover.library.utoronto.ca/services/ill/raceminiguide.pdf>

Please Note: Robarts does NOT borrow from other libraries and mail the books to you.

3. Public Libraries

Depending on your location, the public library in your area may be able to process your request to the UTL and probably will absorb the cost; if not, you need to keep your receipts for reimbursement purposes (see below).

Pick-Up Process

1. TST Libraries

If you have requested the item or items directly from a TST library (as per contact information above), then the items will be mailed to you, and you should return them to that library when you have finished with them.

2. Robarts Library

If you order your material online through Racer, you will be notified by email that it has arrived at the Robarts library for pick-up.

Loan Periods

i. UTL

Graduate students & staff

- Loan Period: 42 days
- Renewal: 3 renewals, 42 days
- Charge Limit: 100 books

ii. TST Libraries

Policies vary. See the contact information above for each TST library and make direct inquires concerning their individual policies.

Renewals

There are several options for renewing your books:

1. Online:

Choose [my.account](#) and Renew Books.

2. By Telephone

- For operator-assisted telephone renewals, use the First Stop Service at 416-978-8450.
- Touchtone telephone renewals (24 hour service) is available at 416-971-2400.
- See the list of contact phone numbers for the individual TST libraries above.

You cannot renew a book that has been requested by someone else.

Holds

You may place holds on items which have been checked out. Before you do so contact (see above for contact information) the library associated with your home college for advice.

The process for placing a hold is as follows:

- Online: choose **Request Item** from within the catalogue record.

- By Telephone: for operator-assisted holds, use the First Stop Service at 416-978-8450. Or call the owning library.
- You will be notified by email when an item has arrived.
- You will then have to make arrangements for the item to be mailed to you. See the TST libraries information listed above for contact information.

Recalled Books, Fines and Lost Book Charges

- Fines are charged at the rate of 50c/day per book.
- No fines are charged for the first day a book is overdue if the book is returned on that date. If the book is two or more days overdue, there is no day of grace.
- Fines for recalled books are \$2.00/day per book.
- Library privileges are withheld when the block limit is reached, until fines are paid. You become blocked when his fines reach \$25.00.
- Lost library books and/or accompanying media are subject to a \$145.00 replacement charge at most libraries.
- Libraries usually charge accrued fines in addition to the replacement cost. For specific policies consult the individual libraries listed above.
- All loans are subject to recall, when a hold has been placed by another borrower, after 2 weeks of the initial loan period has passed. Recalled material which is not returned within 2 days will be fined at the rate of \$2.00 per day.

FAQ

See here for general information on loan services:

<http://onesearch.library.utoronto.ca/loan-services>

See here for requesting items from other institutions:

<http://onesearch.library.utoronto.ca/ill?source=services>