

Interlibrary loan online

1.All regulations are in accordance with the interlibrary loan policy of Tzu Chi University.

2.What is the interlibrary loan?

(1)The service is available to faculty, staff and students affiliated with TCU, TCUST, TCSH and Hualien Tzu Chi Hospital ONLY.

(2)What can I borrow & Where can I pick-up? Interlibrary loan is available ONLY when the requested item is currently in the Library.

Library	Delivery	General material & Pickup Locations (Library)		Audiovisual Material & Pickup Location (Library)	
TCU: Main Campus	Five times a week ; Monday to Friday Afternoon delivery , Next-day pickup.	General material ONLY(Appendixes not included) ※ Multimedia appendixes delivery for faculty, staff and students affiliated with TCU ONLY, and can be picked up at Main Campus library or Jieren Campus Library.	TCU: Jieren Campus TCUST TCSH Hualien Tzu Chi General Hospital	General audiovisual material ONLY, available to faculty, staff and students affiliated with TCU.	TCU: Jieren Campus
TCU: Jieren Campus			TCU: Main Campus TCUST Hualien Tzu Chi General Hospital		TCU: Main Campus
TCUST	Twice a week : Monday &Thursday Afternoon delivery , Next-day pickup.	General material ONLY (Appendixes not included)	TCU: Main Campus TCU: Jieren Campus TCSH Hualien Tzu Chi General Hospital	Audiovisual Material are not available for checking out	
TCSH	Once a week: Every Tuesday Afternoon delivery , Next-day pickup.		TCU: Main Campus TCUST Hualien Tzu Chi General Hospital		
Hualien Tzu Chi General Hospital	Once a week: Every Wednesday Afternoon delivery , Next-day pickup.		TCU Main Campus TCU Jieren Campus TCUST TCSH		

***If the item you are reserving is checked out at the time, you will be placed in queue, and the Library will notify you by email for collection. Be sure to pick up the reserved item at its library, in person, before the notified due date (on your notifying email). Fail to do so, the item will go to next borrower in queue.**

(3)Loan period starts from the day the item is borrowed online.

(4)Any prior violations in any libraries will prohibit you from accessing this service.

(5)To avoid any delays or misdelivery, be sure to reconfirm type of items available for interlibrary loan at your library, the location (library) where the item is held, and select a pickup location.

(6)An entry is made in your record when you completed online borrowing. If you do not wish to collect, remember to notify the Library you have selected for pickup to return the requested item. An overdue will incur an

3. Interlibrary return policy for each library:

(1) Library, TCU Main Campus

	TCU Jieren Campus Library Library Collections	TCUST Library Library Collections	TCSH Library Library Collections	Hualien Tzu Chi General Hospital Library Library Collections
Material	General material Audiovisual Material	General material ONLY(Appendixes not included)		
Audiovisual Material		Unavailable		

(2) Library, TCU Jieren Campus

	TCU Main Campus Library Library Collections	TCUST Library Library Collections	Hualien Tzu Chi General Hospital Library Library Collections	
Material	General material Audiovisual Material	General material ONLY(Appendixes not included)		
Audiovisual Material		Unavailable		

(3) Library, TCUST

	TCU Main Campus Library Library Collections	TCUST Library Library Collections	TCSH Library Library Collections	Hualien Tzu Chi General Hospital Library Library Collections
Material	General material ONLY(Appendixes not included)			
Audiovisual Material	Unavailable			

(4) Library, TCSH

	TCU Main Campus Library Library Collections	TCUST Library Library Collections	Hualien Tzu Chi General Hospital Library Library Collections	
Material	General material ONLY(Appendixes not included)			
Audiovisual Material	Unavailable			

(5) Library, Hualien Tzu Chi General Hospital

	TCU Main Campus Library Library Collections	TCU Jieren Campus Library Library Collections	TCUST Library Library Collections	TCSH Library Library Collections
Material	General material ONLY(Appendixes not included)			
Audiovisual Material	Unavailable			

Should you have any question regarding the service and policy of interlibrary loan, please contact us by phone, by mail, or ask the Circulation Desk for help.