

INTERLIBRARY LOAN AND SCAN & DELIVER

LOGIN [↗](#)

Request items *not* owned by the UVU Library (interlibrary loan) or copies of items the Library owns in print (scan & deliver):

- Login with your UVID and password. (New users will need to update their account.)
- Complete a request form for the item.
 - Articles are usually delivered electronically within 3 business days.
 - Books usually arrive within 12 days.
- You will receive an email notification when the item is available.
- Pick up and return books at the first floor front desk.

Questions? Visit our [FAQ page](#) [↗](#).

Protocols

Updated: December 20, 2017

The Interlibrary Loan and Scan & Deliver services are for current UVU students, faculty, and staff. Interlibrary loan can be used to request items that are not available in the UVU Library collections. The Library's Scan & Deliver service can be used to request items from its print and electronic collections (excluding reserve items).

UVU students, faculty, and staff may order materials free of charge through Interlibrary Loan. Due dates for books and other materials are determined by the lending library and vary from library to library. UVU students, faculty, and staff are limited to a total of five videos requested or checked out.

Copyright

Due to copyright restrictions, the Library will not scan more than is educationally necessary. We use 20% of the total work as a loose guideline, up to a maximum of 75 pages:

- A chapter or two from a book (amounting to no more than 20% of the entire book or 75 pages)
- An article or two from a periodical or newspaper (amounting to no more than 20% of a single issue or 75 pages)

The copyright law of the United States (Title 17, U.S. Code) governs the making of the photocopies or other reproductions of the copyright materials. Under certain conditions specified in the law, library and archives are authorized to furnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than in private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. The Utah Valley University Library reserves the right to refuse to accept a copying order, if, in its judgment fulfillment of the order would involve violation of copyright law.

In addition, staff will not copy material placed on course reserve. Staff will process one chapter or article per request. Please submit requests for two articles or two chapters on separate requests.

Contact Us



Alisha Robinson

Sr Library Assistant - Interlibrary Loan

[Message Alisha Robinson](#)

[Professional Profile](#) »

801-863-8782

FL-105

MS: 145

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