Scan and Deliver General Policy

Introduction
This service is available at no charge to UM graduate and distance learning students as well as to faculty and staff members. This service includes only articles and items that can be circulated.

- Only one article or chapter may be submitted per request.
- You cannot request a scan of an entire Book or Journal.
- Request will not be filled for items on reserve

UM Follows all Copyright Laws
Patrons agree to comply with copyright when they register for an ILLiad account. Visit our copyright page for more information: Copyright Information & Resources

Available Items
Items held in paper format (not electronic) by Carmichael Library are available through Scan and Deliver. We will scan and deliver journal articles and book chapters. Items held in microfiche or microfilm format may be scanned if time allows.

Turnaround Time
Average turnaround time for requests is two working days. If - after two business days - you have not received your article, or you need to have an item re-sent, please contact the ILL office

Delivery Method
All Scan and Deliver articles are delivered directly to you through your ILLiad account and are accessible for 30 days. If you mistakenly delete an article during that time, please contact the ILL Office to have it reinstated.

We attempt to fill all requests in the order they are received. Patrons are limited to 2 articles or book chapters per user each business day (Monday-Friday). If resources are stretched, we reserve the right to limit the number of requests further.

Contact Information
Carmichael Library
Interlibrary Loan/ Document Delivery
University of Montevallo
Station 6103 Carmichael Library
Montevallo, Al 35115
205.665.6103
umill@montevallo.edu
Hours: M-F 8AM- 5PM