

# 5 Things You Can Do To Get Great Results

### 1. Be as clear as possible when requesting an Interlibrary Loan (ILL).

Provide as much information as you can about the item. Title, author and subject are great places to start. Specify if you want a DVD, audiobook, or large print edition. Remember, you are always welcome to ask the ILL Specialist in the Library.

### 2. Keep in mind that it can take a while to receive an ILL.

- Interlibrary loan requests can take between 3-60 days to arrive and are not typically renewable. Standard loan periods are 2 weeks for books and audiobooks and 1 week for videos. If you plan on being away from home anytime during the next 2 months, consider waiting to place your interlibrary request until your return.
- While there is not a limit on the number of items you can request, keep in mind the number of items you can actually use in a one to two week period. You may want to stagger your requests.
- Items which have arrived but have not been picked up will be returned to the lending library on the date they are due. If you do not pick up your request when it arrives, the ILL fee will appear as a fine on your library card. Your item will not be renewed.

### 3. Bring your Library Card and applicable ILL fees when you pick up your ILL.

Please pick up your ILL as soon as possible after notification so that you will have the maximum amount of time to use it. Your library card must be present to check out items. ILL mailing fees are usually \$2.00 per book and \$4.00 per audiobook or video.

### 4. Treat your ILL with care.

You are responsible for all ILL materials you borrow. Fees for damages and replacement costs are determined by the lending library. You are responsible for all costs.

### 5. Return your ILL on time.

Interlibrary Loan works because libraries honor each other's policies and due dates. Timely return of ILL materials assures that we will continue to be able to borrow from other libraries. Keeping an ILL book beyond the due date jeopardizes our ability to borrow from that lender in the future, and may make important materials unavailable to other interlibrary borrowers.

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