Interlibrary Loan Patron Agreement

To request an Interlibrary loan (ILL) patrons or parents/guardians must fill out the Interlibrary Loan Request Form, have a valid library card in good standing and prepay the $3 non-refundable ILL request fee.

Patrons are limited to four ILL requests in process at any one time.

We cannot take requests for mass market paperbacks or materials that are less than six months old . Other libraries do not generally catalog or lend these materials.

You will be notified by telephone or email when your ILL materials arrive. Materials should be picked up promptly since lending periods from other libraries can be very short. Materials borrowed from other libraries are subject to their rules and restrictions, such as "in library use only" materials.

ILL materials are checked out for a maximum of 21 days with no renewals. ILL materials must be returned promptly when due and may be recalled at any time by the lending library. If you receive a recall, you must return the materials immediately.

ILL materials may take two to six weeks to arrive. Some genealogical materials may take longer. Other libraries may refuse to lend materials, at their discretion. Audio and visual materials, new items, reference, rare, genealogy, and very expensive materials are frequently not loaned.

There is a $3 non-refundable charge for each title requested due at the time of request. Additional borrowing costs such as return postage or borrowing fees charged by the lending library are the responsibility of the patron. Any cost restrictions you have should be noted on the request form when it is submitted.

Fines on ILL materials are $.50 per day. Repeated overdues will result in the loss of ILL privileges. The patron is responsible for loss or damage to ILL materials as determined by ILL staff and the lending library. There is a minimum charge of $50 for each lost ILL. You may pay more depending upon the bill submitted by the lending library. Non-payment will result in the loss of all library privileges.