

INTERLIBRARY LOAN

WHAT IS INTERLIBRARY LOAN (I.L.L.)?

If you need books or copies of articles not available at Lakeland or through OhioLINK, we will get them for you from another library.

WHAT DO I DO BEFORE I REQUEST AN I.L.L.?

After checking to make sure Lakeland does not have the material you need, check via our computers to see if a nearby library owns the book or periodical title. You may not need to use I.L.L. if the material you want is available at a nearby convenient library.

Before requesting a periodical article, look for alternative articles on your topic in several print and computerized indexes; we may already have other articles that meet your needs.

HOW DO I REQUEST AN I.L.L.?

An I.L.L. form must be completed to make a request. Forms are available at the Reference Desk in the library, or online at:

<http://library.lakelandcc.edu/forms/ILLFORM.rtf>

Submit the ILL form directly to a reference librarian. The form will not be processed without consultation and approval by a reference librarian.

Complete and accurate information is essential for us to get the material for you.

HOW MANY REQUESTS CAN I MAKE?

You can make multiple requests at one time. Submit an interlibrary loan request form for each request. No more than two requests per patron will be processed per day so please number your requests in priority order. Copyright law may limit the availability of titles less than five years old. Library staff will notify you if title is not available due to copyright law.

WHAT DOES IT COST?

Normally I.L.L. is free. However, on the I.L.L. request form we ask how much you would be willing to pay because some libraries charge a fee for a book or photocopy. If there is a charge you will be contacted before the material is ordered. All charges must be prepaid at the Circulation Desk.

HOW LONG DOES IT TAKE TO RECEIVE AN I.L.L.?

Materials usually arrive in two to ten days. Sometimes materials arrive sooner, sometimes later. Patron is responsible for checking the status of requested materials. Call 440-525-7314 to speak with the I.L.L. Specialist about your requested materials. We will notify you when the materials arrive at your selected pick up location.

HOW LONG MAY I KEEP THE MATERIALS?

Photocopies are yours to keep. You must return I.L.L. books directly to the Lakeland Library by the due date set by the lending library, generally in two to four weeks. You may return them to the circulation desk, to one of our library drop boxes, or to your selected pick up location. A fine is charged for overdue interlibrary loan books. You must pay for lost interlibrary loan books.