

Interlibrary Loan Three Rivers Regional Library System

What is interlibrary loan?

An interlibrary loan (ILL) is a transaction in which library material, or a copy of the material, is made available by one library to another upon request, not including material shared among PINES member libraries.

The purpose of interlibrary loan is to obtain library material not available in the Brunswick-Glynn County Public Library or PINES, and to loan material found in the Three Rivers Regional Library System to non-PINES libraries.

Who can use ILL?

Interlibrary loan is offered to all patrons of the Three Rivers Regional Library System whose accounts are in good standing. Because interlibrary loan is transacted only from library to library, patrons should request this service from their own library.

What materials are available through ILL?

A loan or a copy of any material may be requested from another library, but the lending library will decide in each case whether or not a particular item can be provided.

Most libraries will not lend the following types of materials:

Newly published material

Old, rare or valuable material

Reference and genealogical material

Audio and videocassettes, sound recordings, and motion picture films

Entire issues of periodicals

Material in high demand at the lending library; curriculum material, including textbooks

Scripts, screen plays, libretti, and scores

Multi-volume sets

Materials which will not be borrowed:

Material owned by the Three Rivers Regional Library System or PINES and temporarily in use

Newly published material

Multiple copies of a title for class or other group use

Titles not yet published

To request material through ILL:

ILL request forms are available at the Public Service desk(s) of your local library. Please use a separate form for each request.

Patrons may request up to four items through ILL at one time. If you submit more than four requests, the first four will be requested, and the remainder will not be sent until the first four have been returned.

To request a book you will need the author, title, and if possible, the year of publication. Subject requests are also accepted.

To request a periodical article, please supply as much of the following information as possible: the title of the journal, date, page numbers, author and title of the article.

To avoid delays, fill out the forms as completely as possible. Please do not use abbreviations. If you don't have all of the information, the request will still be made, but it is less likely to be successful.

How long does it take to receive an interlibrary loan item?

Interlibrary loans can take up to two weeks to receive. Copies of articles may take longer.

What fees are charged for ILL?

Patrons are required to pay postage costs for any item the library borrows through ILL, even if they did not check the item out. Library staff will make every effort to avoid additional charges, but the patron will be responsible for all ILL fees charged by the lending library. Patrons will be notified in advance of any fees charged by the lending library whenever possible.

For how long may ILL items be checked out?

Typically, books are available for 2 – 4 weeks, at the discretion of the lending library. The lending library may impose restrictions, such as “in library use” or “no renewals”. If you need additional time to use the material, please contact your local library as soon as possible. The lending library grants permission for renewals. Renewals must be requested before the due date. We cannot request renewals for items that are already overdue or that have already been renewed once.

Please make every effort to return the items by the specified due date. Interlibrary loan service will be suspended for those who abuse the privilege, including those who repeatedly fail to pick up requested interlibrary loan material or who do not acknowledge recall notices.

Who is responsible for lost or damaged items?

Patrons are responsible for requested material once it leaves the owning library and until it is returned to and received by the owning library.