

## Interlibrary Loan Guidelines

If ACPL does not own an item, you may be able to request it through the Interlibrary Loan Service. Interlibrary loans (ILL) allow us to borrow items from cooperating libraries.

There is no cost to you for this service, but it does involve extra shipping and materials costs to us. Please make sure another item owned by ACPL is not an adequate substitution before submitting a request.

### Requesting items:

- You must be an adult with a valid ACPL library card. Student/school accounts, children's cards, temporary cards, and other types of cards are ineligible.
- Your library account must be in good standing, without money owed to us, and without a significant history of lost or damaged items.
- There is a limit of 3 active ILL requests per account at a time. This includes items that have been requested, items in the mail to us, and items checked out on your account.
- You can request most books through ILL if we do not own a copy, EXCEPT for newer books published within the last 6 months.
- DVDs and audiobooks on CD may be requested, but other audiovisual items cannot. No electronic items can be requested (e-books, e-audio, etc).
- Requested materials generally arrive within 1-4 weeks.
- ILL requests are not guaranteed. You will be notified if we are unable to fulfill your request.

### Checking out items:

- ILLs have paperwork attached to the front cover and a laminated bookmark inside. Both of these items are **required** for tracking and must be returned with the item.
- The lending library sets the due date, not ACPL. Pay close attention to the due date on the cover and return items on time to the same branch where you picked them up.
- ACPL is fine free, but our lending partners may not be. You may incur fees for late or damaged items.
- If you lose an ILL, your account will be charged for all costs levied by the lending library. This can be a full replacement cost, a standard fee (usually \$50), and/or any other amount.
- Renewals are at the sole discretion of the lending library. Please contact the branch where you received your ILL 3 days before the due date to request a renewal. Second renewals are never allowed.
- Once an item is received, you cannot request that same item again for 6 months.