

Interlibrary Loan –Out of system Borrowing

- ❖ **Who may borrow?** *Any registered borrow in the 4cty library system with good standing*
- ❖ **What cannot be borrowed?** *Books owned in the 4cty system(unless missing or lost)*
- Books valued under \$12.95 (though I will try if value is close to \$12.95, 11.95???)*
- New Fiction (must be at least 1 Yr old)*
- New Non-fiction (must be at least 6 months old)*
- Entire issues of magazines, Journals. newspapers*
- Reference Books*
- Local History material, Rare or valuable material, textbooks*
- Audiovisual materials*
- ❖ **What can be borrowed?** *Fiction books at least 1 Yr old not owned in the 4Cty library system*
- Non-fiction books at least 6 Months old not owned in the 4Cty library system*
- Periodical /Journal articles (please get complete verification)*
- Newspaper articles (must have complete verification)*
- Micro-films*
- ❖ **What do I do?** *Give patron 3 part form, make sure it is legible and complete. After they fill form out, initial form, and put in ILL box. Time permitting, you can check workflows to make sure it is not owned in 4Cty system.*
- ❖ **When will item arrive?** *Deliveries on Tuesdays, Wednesdays and Fridays. Please do not tell patron a time, it all depends on availability and deliveries. OOS books may take two or more weeks. Need quickly?....Put "Rush" on form. Want by a certain date? Put date on the form in space provided. We do our best to get items as quickly as possible.*