

## INTERLIBRARY LOAN

The purpose of interlibrary loan (ILL) is to obtain materials that are unavailable through Caldwell Public Library or its LYNX! Consortium partners. The library will provide interlibrary loan (ILL) service free of charge to library card holders who are in good standing. The library covers the cost of postage (average \$5.00 per item) and handling of requested materials.

### Eligibility:

- Individuals requesting ILL must have a card in good standing with the Caldwell Public Library.
- Internet only cardholders are ineligible.

### Limitations:

- Patrons may not have more than three (3) ILL items at any one time.
- All previously requested items must be returned prior to requesting any additional ILLs.
- Materials published within the last year may not be requested via ILL.
- Caldwell Public Library borrows only from institutions located within the continental United States.
- Although we attempt to borrow from institutions that do not charge for interlibrary loans, occasionally materials are located only at institutions that impose a fee. Items will not be ordered until the patron is informed of the charges.
- Because of copyright restrictions, Caldwell Public Library is limited to five copies of articles from the most recent five years of a periodical title during the calendar year. Beginning January 1 each new year, five more requests can be ordered from the same title.
- Additional restrictions attached to materials lent by other libraries, such as "library use only," or a short loan period, will be honored.
- Held items which are not picked up by patrons within 7 days of the Caldwell Public Library receiving the item are subject to a \$5.00 ILL non-pickup fee, and will be sent back to the lending institution.

### Submitting Requests:

- Requests can be made in person at any Caldwell Public Library service desk, by telephone, or online.
- Individuals should be prepared to provide their library card or library card number at the time the ILL request is submitted.