

## Interlibrary Loans

1. Interlibrary loans are generally restricted to books and journal articles. In very rare instances, audio-visual materials may be obtainable. I will try my best, however the lending libraries often will not lend out videos and cassettes. If they do, there may be other conditions applicable, as well as copyright laws, and I will notify you of them.
2. Find out as much information as you can about the **book** or article being requested. At a minimum, **title and author** are required for **books**. If a **certain edition** of a book is required, that must be known also. For **journal articles**, at a minimum, the **journal title, journal date, article title** and **author** are required. If possible, pagination and volume information should be given.
3. Once you have gathered the necessary information, either call, e-mail, courier or fax the information to Janice at Media Services. Her email is [janice.hayes@polk-fl.net](mailto:janice.hayes@polk-fl.net) and the phone number is 647-4710 or 57949. The fax number is 647-4719. **Fax, courier, or email is preferred**, especially if there is a long list. Please try to keep article request lists reasonable, if we do not have the journal here, the lending institution or library must look up, copy and send the articles. If possible, stagger requests by sending the most important ones first, then allow a week or so before sending lists of less importance.
4. Generally, **allow up to two weeks** for interlibrary loans to arrive. They are shipped using the U.S. Mail and depending on where they come from, transit time can be long.
5. Once the interlibrary loaned items arrive at the district office, we will check them in and get them sent to you. Magazine articles do not need to be returned, only books need to be returned. Generally, there is a three week limit on books. A specific due date will be on the book if it is needed back sooner. **Please honor these dates**. If for some reason, you need a book extended, **contact us at least 5 days** before the due date and we will try to get an extension. If the book cannot be extended we will notify you and request that the book be returned by the due date. **If too many books are returned late, some of the lending libraries may decide to cut off service to us. Their participation in this service is voluntary and we may not be able to get some requested materials.**
6. Interlibrary Loan **cannot** and **should not** be used as an attempt at avoiding having to buy a textbook for a course. **Please do not attempt to keep a book over the whole length of a college course**. This is an abuse of the service and deprives others of the chance to use the resources.