

Interlibrary Loan Guidelines

Interlibrary Loan Borrowing

What is Interlibrary Loan?

Interlibrary Loan is a service in which participating libraries worldwide share their collections with one another. If there is a book or article you need that is not owned by the Allen County Public Library, we may request it for you from another library provided that you have an ACPL library card or subscription card in good standing. Holders of Public Library Access Cards must make their requests through their home libraries.

What types of materials may I borrow?

You may request books that were published within the previous year or before and copies of magazine or journal articles. We will not request new books, audio-visual materials (DVDs, music CDs, etc.), items that we already own, entire magazines, E-materials, and rare/unique materials that would be difficult to replace. We ask that customers limit their active requests to five at any time.

Is there a fee for this service?

We request items from libraries that will loan for free when possible. If there is a fee assessed, we will contact you to see whether you are willing to pay for the loan. The fine for overdue materials is \$1.00 per day to a maximum of \$6.00. Items more than thirty days overdue will be billed a \$100.00 lost item fee plus a \$5.00 processing fee. Many times the lost item fee will be lower after getting the replacement cost from the loaning library, however it may be higher.

How long will it take for my item to arrive?

Items usually arrive within two to three weeks. There are several contributing factors including availability, distance from the lending library, staffing factors, and delivery method. We cannot guarantee a delivery date.

What is the loan period?

The lending library sets the due date for your item. This could be from one week to more than a month. In regard to renewals, interlibrary loaned materials may not be renewed.

How will I know when my requested item has arrived?

When your item is ready for pickup it will be placed on hold and you will be notified by email or by phone. The item will be held at the pickup location's checkout desk.

How can I make an Interlibrary Loan request?

The library uses ILLiad (InterLibrary Loan Internet Accessible Database), an electronic system used to request an item through interlibrary loan, to expedite interlibrary loan service to the Allen County Public Library customers. You need to register with ILLiad the first time you use it. Subsequently, logging on

with library card number and password will connect you to ILLiad. You can make requests, track your requests, view your request history, and receive your articles electronically.

How do I create my ILL account?

To request an item through Interlibrary Loan, you must first register in the library's ILLiad system.

- From <https://acpl.illiad.oclc.org/illiad/FirstTime.html> read through to the bottom and select the "First Time Users Click Here" button.
- Fill out the New User Registration for ILLIAD form and select the "Submit Information" button.

How do I monitor the progress of my request?

Through your ILLiad account you can view the status of your outstanding requests, electronically received requested articles, cancel requests, subscribe to alerts, and see history of all requests.

How can I suggest an item for purchase?

If the book you are looking for is not available at the Allen County Public Library you may fill out a Purchase Request form.

- From www.acpl.lib.in.us Login to your library account.
- Click on the Acquisition Request
- Fill out the Acquisition Request form and submit.

Due to the high volume of purchase requests, we cannot respond directly to your suggestion, nor can we automatically place the item on hold for you. We ask that you check the [ACPL Online Catalog](#) in 3-4 weeks. We also ask that you limit your number of suggestions to 3 per month.

Interlibrary Loan Lending

What is Interlibrary Loan?

Interlibrary Loan is a service in which participating libraries worldwide share their collections with one another. Other libraries can obtain materials held by the Allen County Public Library for use by their customers. Our preferred means of accepting requests from other libraries is the OCLC ILLiad. We also accept requests on standard ALA ILL forms.

What types of materials will be loaned?

We will loan normally circulating materials in our collection except new books (published in the current year), audio-visual materials (DVDs, music CDs, etc.), genealogy materials, Lincoln collection materials, entire magazines, E-materials, and rare/unique materials that would be difficult to replace.

Our Genealogy department does not loan materials but does offer several different services in which they will make copies. Please contact the Genealogy Center directly by telephone at 260/421-1225 or by email at genealogy@acpl.info.

Photocopies of articles are provided in lieu of loaning magazine volumes and/or issues.

Is there a fee for this service?

There are no fees to Indiana libraries. For items loaned (including copies) to out-of-state libraries there is a \$10.00 fee per item if paying by OCLC IFM (Interlibrary Loan Fee Management) and a \$15.00 fee per item if we invoice. For libraries overseas loans there is a \$30.00 fee per item loaned.

Items more than thirty days overdue will be billed the replacement cost plus a \$5.00 processing fee.

How long will it take for the item to be sent?

Items will usually be sent within one to two weeks of receiving the request. There are several contributing factors including availability, distance from the borrowing library, staffing factors, and delivery method. We cannot guarantee a delivery date.

In-state loans will be transported via the Indiana State Library-sponsored courier service to participating libraries. Out-of-state recipients' loans will be sent via the USPS. Return postage is the responsibility of the borrowing institution.

What is the loan period?

The loan period is six weeks from the date of checkout. In regard to renewals, interlibrary loaned materials may not be renewed.