

INTERLIBRARY LOAN (ILL) PROGRAM

If you are looking for an item not in the Payson Public Library collection, we will try to borrow it for you from another library within the State of Arizona through our Inter-Library Loan service.

Simply fill out the "Inter-Library Loan" request form for the book you want (a valid Gila County library card is needed).

ILL Request forms and assistance are available at the front desk.

Since the cost to our Library for processing each request is approximately \$25, we do ask that you only request books that are a true necessity and limit your requests to two books per month.

All items requested via ILL must be picked up at the Payson Public Library. FAQ's not answered below, can be directed to the front desk at the Payson Library.

Interlibrary Loan (ILL) is a program which enables materials from one library to be borrowed by a patron at another library. It is a privilege extended to library users through the voluntary cooperation of libraries and its success depends on responsible use by all parties. *(Please Note: We cannot request materials simply because our copies are checked out.)*

The overdue process is the same as in-house books, except that the fines are \$1.00 per day for each day that the book is overdue.

Patrons are responsible for any damage to ILL materials they borrow, and fees will be assessed by the lending library.

INTERLIBRARY LOAN FAQ'S

Who may use the ILL services?

Anyone who is a registered borrower in good standing at the Payson Public Library may use this service.

How much does it cost to use this service?

Most usual fees associated with ILL service, such as database searching and shipping, are paid by the library. Borrowers are responsible for any unusual fees charged by the lending library but will be contacted for approval before such items are requested. Borrowers are also responsible for any charges incurred for lost or damaged items, for overdue charges at a cost of \$1.00 per item per day and for photocopying fees where applicable.

What materials are available through the ILL program?

Although ILL was developed as a tool for researchers, any patron in good standing may use this service to request books not owned by the Payson Library.

Libraries generally do not lend reference materials, current bestsellers, rare or valuable items or items from special collections. A maximum of 3 requests per week per patron may be placed.



Although most libraries will not lend entire magazines, some do provide photocopies of individual articles for a fee. When requesting magazine articles, patrons are responsible for per page photocopying charges.

How do I request materials through ILL?

Request forms and assistance are available at the Library Reference Desk and throughout the Library.

What if I no longer need the item I requested?

A processing fee of \$3.00 will be charged for all items requested, but not picked up by a borrower. Please contact the Library Reference Desk should requested materials no longer be needed. If the request can be cancelled before the items are sent by the lending library, this fee will be waived.

How long does it take to receive a requested item?

Delivery of ILL items can take from 1 - 6 weeks depending on the location of the item, its availability at the lending library and the lending library's response time.

We will contact you by phone when the item arrives and will hold it for 3 business days at the front desk. A processing fee of \$3.00 will be charged for all items that are not picked up in 3 business days.

How long may I keep ILL items?

The *lending period* is determined by the Library loaning the item.