

Tulare Public Library Policy (updated May 18, 2011)

3.4 ILL-Interlibrary Loan

An **Interlibrary Loan (ILL)** is a request made for you to other libraries around the country, and occasionally from other countries, when the item you want is not owned by the Tulare Public Library or another library of the San Joaquin Valley Library System. This service is available to customers with a currently active library card from the San Joaquin Valley Library System.

This service is free of charge at the Tulare Public Library but the lending library may charge a fee. We borrow from a library that charges such a fee, only if you authorize us to do so. We always try to request materials from libraries that don't charge fees. In addition, we do ask that you pay return postage for the item requested. Fees are due and payable when you pick up the materials.

Please allow a minimum of three weeks to receive the item. We need to find a library that owns the item, is willing to lend it, and where the requested item is not checked out to another borrower. Once your request is available for pick up at the Tulare Public Library, you will be notified by telephone or email.

The lending library determines the length of the loan. Some libraries allow a renewal. If renewal isn't possible, we can try to borrow the item from another library. Some libraries may restrict the use of their material to inside library-use only.

Newer items (i.e., published within the last twelve months) are not available through ILL, but you may recommend their addition to the Tulare Public Library collection by submitting a [Patron Special Request Form](#).