

REQUESTS AT YOUR PUBLIC LIBRARY



Did you know that even if your Apache County Library does not have the item you were looking for today, there is a good chance you can still get the item within a couple of weeks? This can be accomplished through Interlibrary Loan or by purchase suggestion.



The **Interlibrary Loan program** encourages libraries to share their resources with each other. Not all libraries subscribe to the program as there is a hefty membership fee to be paid. The services though, allow the member libraries to borrow books from each other. (Most libraries are not willing to loan DVDs or books on CD or audiocassette.)

When a request is received (a patron fills out a short form), the request is processed at a local level within the district. If the item is not found there, the search widens to AzNet member libraries in the state. Again, if the request is not filled, it goes to a regional network and possibly on to a national level. If a library on the network is willing to loan the item, they will process it and send it to your public library, generally with no cost to the patron.

Certain rules apply. A patron is allowed only six ILLs (Interlibrary Loans) at one time. Because the books are loaned from another library, great care needs to be taken of the item as well as making sure it is returned on time. A book must have been published at least a year earlier for it to be loaned.

Requests are entered into the system on a daily basis, and most arrive within two weeks.

If the book request is one that looks like it will enhance the collection of the library from which it is being requested, the book may be purchased instead of loaned. The processing for purchasing is a bit longer, and it may take up to a month to get the item.

So, if you don't see just what you want, ask your librarian for information on ILLs. Your Apache County Libraries are doing all they can to help you find the information you need.

