

## Library Policies - Interlibrary Loan (ILL)

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Most items that are not available at the Prospect Heights Public Library District can be obtained for our patrons through Interlibrary Loan (ILL). Materials may be brought in from libraries throughout the United States. Loans are available entirely at the discretion of the owning library for limited periods of time (usually 2-4 weeks). Most ILL materials are received in about a week, although some items may take longer to reach us.

### Materials available through ILL

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- Books
- Sound recordings (including books on tape and music on compact disc, cassette and LP records)
- Videos and DVDs
- Individual articles from magazines and newspapers
- Census materials and many government documents

### Materials not available through ILL

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- Rare, fragile or otherwise very valuable books and manuscripts
- Art prints and sculpture

### Cost of interlibrary loans

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Although there is no charge for obtaining interlibrary loan materials through the Prospect Heights Public Library, some libraries charge fees for photocopies and for loans of their material that can range from \$5 to \$25 or more. Items with a fee will be borrowed only if the patron agrees to pay the fee. Our regular fines do apply though, 10 cents per day per book and \$1.00 per day per video or DVD.

### How do I request an item through interlibrary loan?

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Please stop at the reference desk. We will gladly assist you with this special service.