

How to Get an InterLibrary Loan?

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What is an InterLibrary Loan?

If the Western Counties Regional Library System does not own an item that you are looking for we may be able to borrow the material from another library outside the WCRL system through a service called InterLibrary Loan (ILL). Through ILL it is possible to obtain books, articles, and microfilm.

Who may request an InterLibrary Loan?

People with a valid (not blocked or barred) Western Counties Regional Library card are eligible to request materials through ILL. A person may check out or have requested a total of three interlibrary loans at any given time. Patrons who fail to return ILL materials on a timely basis may have ILL borrowing privileges suspended.

How do I request an InterLibrary Loan?

Search the Western Counties Regional Library System online catalog to determine if we already own the book that you need. If you are looking for magazine, newspaper, or journal articles, search the electronic databases to see if the periodical title that you want is available and a full-text (html or .pdf) version of the article that you want is included.

You may contact the Interlibrary Loan Department for more information by calling 304-528-5700, or send us an email at ill@cabellcountylib.org.

What items are not available for InterLibrary Loan?

For patrons - No materials will be requested from lending libraries that are in the WCRL collection or are "ON ORDER" for WCRL. WCRL will screen carefully all requests for ILLs in conformance with ILL codes and copyright restrictions.

The Library reserves the right to refrain from requesting materials which experience indicates will not be loaned or which materials the Library chooses to purchase for our collection.

For libraries

The Western Counties Regional Library System will loan all material except the following:

- Audio-visual materials
- Periodicals
- Genealogical, heraldic or similar materials
- Rare materials
- Microfilm or microfiche
- Reference materials
- New, popular or high-demand items

Materials are loaned without charge. Articles will be photocopied from any material that is not loaned in compliance with Title 17 of the Copyright Law. Please email the Interlibrary Loan Department at ill@cabellcountylib.org with requests or questions.

For genealogical materials, please refer to our genealogy correspondence policy.

Is there a fee for requesting InterLibrary Loan materials?

We make every effort to obtain your materials from libraries that do not charge fees. However, sometimes payment of a fee is necessary to obtain the requested materials. The lending library, not the InterLibrary Loan Department, determines any such fees and/or service charges.

How long will it take to receive the material?

The average length of time to receive an item requested through ILL is 7 - 10 business days. Material requested from nearby libraries may take less time while material available only at distant libraries may take longer.

How long can I borrow the material?

Lending libraries set the loan period for their materials; therefore renewals are not permitted for InterLibrary Loans. Loans to our patrons will be the regular 21 days unless otherwise stated.

All microfilm is held at the Reference Desk at the Main Library and is restricted to Library Use Only.

Please return ILL books on time. Lending libraries may refuse to lend to a library that is consistently late in returning books.

How will I be notified when the material arrives?

You will receive a letter or email notification from the circulation department when your material is available for pickup at your local branch library. Having accurate contact information is important! To update your name or mailing address, please contact your local branch library.

What happens if I lose or damage any ILL material?

Replacement costs or costs to repair damaged ILL materials will be assessed by the lending institution and passed on to the borrower. Failure to pay reimbursement costs may result in the suspension of ILL borrowing privileges.

Removal of or failure to return ILL materials without the yellow i.d. wrapper and attached security tag will result in a \$1.00 charge to your library card account.