

## INTERLIBRARY LOAN POLICY Pima Community College

### What is it?

- Interlibrary loan [ILL] is a service used to obtain materials not owned by Pima Community College Library or the Pima County Public Library.
- PCC will borrow materials for you from a distant library.

### What types of materials can or cannot be borrowed from other libraries?

- Books.
- A photocopy of a specific journal article. We cannot obtain a copy of entire issues.
- Photocopy requests will be checked for copyright compliance. *We will cancel the request if it is a violation of copyright guidelines.*
- The following material types are normally not available through ILL: Current publications, reference materials, archival or rare materials, audiovisual materials, genealogical materials, dissertations, or ebooks.

### Who can use it?

- PCC faculty and staff with no overdue items on their library records.
- PCC students with a current student ID card and no overdue items on their library records.
- Community borrowers can use ILL services provided by the Pima County Public Library.

### Are forms needed to make an ILL request?

- Yes. Forms are available at all the campus libraries and on the library's website.
- The form should be filled out clearly and legibly with all requested information. Be as specific as possible. Include title, author, ISBN, publisher, publishing date, and edition.
- A staff member is available if you need assistance in filling out the form.

### How much does it cost?

- PCC subsidizes loan and photocopy fees for ten [10] standard ILL requests per semester.
- Additional or special requests resulting in additional fees must be paid for by the requestor.

### How long does it take?

- It is impossible to predict the owning library that will respond to our request or how long it will take that library to send the materials.
- Most requests are received 2-4 weeks after they have been placed.

### How are you notified when your request has arrived?

- Our staff will call or email you when your material has arrived. Please pick up your item as soon as possible.
- If we are unable to get the materials, you will be notified by telephone or email.

### How long can I keep an ILL item for?

- Loan period is determined by the lending library, not PCC. Loan periods from two to three weeks are common.
- Some items may be specified as library use only by the lending library.
- ILL materials may be renewable depending on the lending library's policy. ILL items are always subject to recall by the owning library.
- Overdue materials:
  - Returning materials late jeopardizes PCC's borrowing privileges with other libraries.
  - Any fines charged by the owning library will be passed on to the borrower.

### Questions?

Please contact any of the locations below:

Desert Vista Campus - 206-5095      Downtown Campus - 206-7267  
East Campus – 206-7693  
Northwest Campus – 206-2250      West Campus – 206-6821  
Library Technical Services – 206-4607

**\*\*PCC Libraries reserve the right to restrict or prohibit a patron's use of  
ILL services if the privilege was abused in the past.\*\***