

INTERLIBRARY LOAN FAQ

Pima Community College

What is ILL?

- Interlibrary loan [ILL] is a service used to obtain materials not owned by Pima Community College Library or other Tucson-area libraries..
- 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. The Library can request no more than five articles (for the entire library--not just for an individual) from the same journal title published during the most current five years, in a single calendar year. We will cancel the request if it is a violation of copyright guidelines.
- The following material types can be difficult to obtain via ILL: Current publications, reference materials, archival or rare materials, audiovisual materials, compact discs, genealogical materials, dissertations, or ebooks.

Who can use ILL?

- PCC faculty and staff (library records must be in good standing)
- Current PCC students (library records must be in good standing)

Community borrowers should inquire about ILL services provided by the Pima County Public Library.

How do I make an ILL request?

- Complete the [ILL Request form](#) available on the library's website. A librarian and/or staff member will be happy to help you. For help: <https://libanswers.pima.edu>
- The form should be filled out with all requested information. Be as specific as possible. Include title, author, and any other information you have such as ISBN or ISSN, publisher, date, and edition or volume.

How much does ILL cost?

- There is no cost to you for ILLs. PCC subsidizes loan and photocopy fees within reason. You will be notified if your ILL request is prohibitively expensive and we are unable to fulfil the request.

How long does ILL take?

- Most requests for book loans are received 2-4 weeks after they have been placed. Electronic copies of articles, typically PDF files, may arrive more quickly, however, we are unable to guarantee a turnaround time as we are relying on other libraries to supply the materials.

How will I know when my ILL has arrived?

- Library staff will call or email you when your material has arrived. If you've requested an item on loan and not a copy, we'll confirm the location for pickup of your ILL. Please pick up your item as soon as possible.
- If we are unable to get the materials, you will be notified by email.

How long can I keep an ILL item?

- 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.
- Returning materials late jeopardizes PCC's borrowing privileges with other libraries. Any fines charged by the owning library will be passed on to you 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

*****The PCC Library reserves the right to restrict or prohibit a patron's use of ILL services if the privilege was abused in the past.*****