

## **WHAT IS INTERLIBRARY LOAN?**

Libraries recognize that no one library can have everything. In the spirit of cooperation, library staff will attempt to obtain available items from other libraries

## **WHO CAN REQUEST AN INTERLIBRARY LOAN?**

A patron must have a valid Rolling Meadows Library card (no courtesy cards).

## **HOW MUCH DOES IT COST?**

Many libraries cooperate with no fee lending. If there are additional costs, the patron will be notified before the request is submitted. Rolling Meadows Library always attempts to obtain items without any additional charges

## **HOW LONG DOES IT TAKE?**

In general 5 to 10 days, providing the item is available and not in use.  
From out of state may take longer and there might be a wait for popular items.

## **HOW MANY ITEMS MAY I REQUEST?**

Rolling Meadows Library patrons may request up to five items at a time.  
Keep in mind, all items may not arrive at the same time

## **MAY I REQUEST VHS, DVDs and CDs?**

Popular DVDs are restricted.

## **MAY I REQUEST ARTICLES AND JOURNALS?**

Journal article requests must have volume and issue number, the complete date of the article, and page numbers. See a Reference Librarian for further info.

## **WHAT MATERIALS ARE NOT AVAILABLE?**

It depends upon each individual library's policy.  
For example, "SpecialCollection", Genealogy, etc.

## **MAY I REQUEST ITEMS THAT THE ROLLING MEADOWS LIBRARY OWNS, BUT ARE CURRENTLY CHECKED OUT?**

Sometimes, please talk to a librarian.

## **HOW WILL I KNOW WHEN MY ITEMS HAVE ARRIVED?**

We will contact you by phone or e-mail.

## **WHAT HAPPENS IF A REQUEST CAN'T BE FILLED?**

It may be referred to our Collection Development for purchase.  
If we are unable to fill your request, we will notify you.

## **HOW LONG MAY I KEEP MATERIALS?**

The lending library determines the loan period, usually it is about three weeks.

**MAY I RENEW INTERLIBRARY LOAN MATERIALS?**

Depending on the lending library's policy, renewals are often possible.

**WHERE DO I RETURN THE MATERIAL?**

Interlibrary loan items borrowed through the Rolling Meadows Library *MUST* be returned only to the Rolling Meadows Library.

**HOW DO I REQUEST AN INTERLIBRARY LOAN?**

Contact the library either in person or by phone at 847-259-6050 and ask for the appropriate department; Reference, Readers Advisory, Youth Services.

**WHAT IF I HAVE ADDITIONAL QUESTIONS?**

Please talk to a librarian.