

INTERLIBRARY LOAN REQUESTS

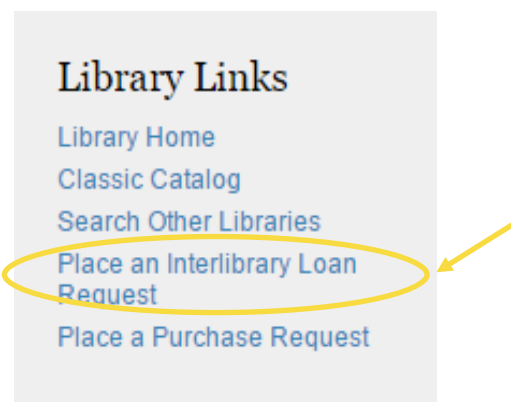


General Information

- **You must be a Lake Bluff cardholder in order to use our interlibrary loan services. If you have a card from a different library, please contact your home library to request an inter-library loan.**
- **You may request a total of four interlibrary loan items at a time.**
- Only items older than six months may be requested through interlibrary loan. If you are interested in newer material, please submit a purchase request by clicking on the “Request an Item” link on the library homepage and then select “Request the library purchase an item for the collection.”
- Items generally arrive within a week and have loan periods determined by the lending library. Loan periods can be as long as a month.
- You may call Lake Bluff Public Library to request a renewal at least three days prior to the due date of your item. We will contact the lending library and let you know whether or not the renewal has been approved and, if so, what the new due date is.
- Fines for all interlibrary loan items are \$1.00 per day.

Placing an ILL request

1. There are two ways to access the ILL request form:
 - Click on the “Request an Item” tab on the right hand side of our homepage. Then click “Request materials from other libraries.”
 - Click on the “**Place an Interlibrary Loan Request**” link at the very bottom of any page in the online catalog.



Placing an ILL request (continued)

- If you aren't already logged in to your account, the system will prompt you to do so.
 - Never logged in to your account? Follow the instructions on the screen or see our tutorial on logging in.
- This will take you to the request form for books. If you are looking for a different material type select the appropriate selection from "Other Inter-Library Loan Options" located on the right hand side of the form. The material types currently available through interlibrary loan are books, audiobooks, periodicals (scholarly journals and magazines), Blu-rays and DVDs, and CDs. If you are interested in a different material type, please submit a **[purchase request](#)**.
 - You may also choose to search the library catalog directly from this form if you are unsure whether or not Lake Bluff Public Library has the item for which you are searching.

Other Inter-Library Loan Options

- [Periodical request](#)
- [Audiobooks request](#)
- [Blu-ray/DVD request](#)
- [Music request](#)

- Once you have chosen the appropriate form fill out the required fields (indicated by an asterisk) and click "Submit this Request."
- You're finished! You will receive a phone call or an email (depending upon your notification preference) from us when your item is available for pick-up.

How to Track Requests

- After your requests have been processed by staff they will appear under the "ILL" tab on your online account. Here you can see if requests are ready for pick-up or awaiting arrival. Please note, requests are not processed on the weekends.

1 interlibrary request		
TITLE	STATUS	PICKUP LOCATION
Harry Potter and the Sorcerer's Stone/;;	AWAITING ARRIVAL	Circulation Desk

- Once items have been checked out they will appear under the "Checkouts" tab on your online account. Here you can see the due date.
 - Please note, you cannot renew ILL requests online. If you would like a renewal please call Lake Bluff Public Library at least three days prior to the due date of your item. We will contact the lending library and let you know whether or not the renewal has been approved and, if so, what the new due date is.