

North Las Vegas Library District Interlibrary Loan

The North Las Vegas Library District offers its patrons Interlibrary Loan (ILL) service for the purpose of providing them with library materials that are not owned locally, but which may be available through other libraries in the state and nation.

ELIGIBLE BORROWERS

ILL service is available to North Las Vegas residents with a current North Las Vegas Library District library card, with no overdue materials or fines.

REQUESTING INTERLIBRARY LOAN SERVICE

An interlibrary loan request can be initiated by contacting the Reference staff, either in person or by phone.

REQUEST RESTRICTIONS

Materials

Some types of materials are not available for lending by other libraries. The following will **NOT** be requested through interlibrary loan: **1) Audio-visual materials (dvds, videos and sound recordings), 2) Popular books published within the last year, 3) Complete issues of magazines, 4) Textbooks, 5) Reference materials, 6) Inexpensive print materials that may be purchased for \$15 or less.**

Number of Requests Accepted

A borrower may have up to five (5) outstanding transactions at one time. This includes requests that are pending as well as materials that the user currently has borrowed through interlibrary loan.

CIRCULATION OF INTERLIBRARY LOAN MATERIAL

Loan Period

The lending library sets the due date for the material. Typically interlibrary loan material will be loaned to the borrower for a two-week period. The borrower must agree to abide by the loan restrictions of the loaning library.

Renewals

Borrowers are encouraged to return materials by the due date so that items are not absent from the lending library for an unreasonable length of time. Renewals may or may not be permitted by the lending library. Requests to renew an item must be submitted two days in advance of the due date for the item.

Return of Interlibrary Loan Items

ILL material must be returned to the library where it was picked up. The ILL label must be left intact on the item. **Please return the item directly to a library staff member – never place the item in the book return.**

BORROWING FEES AND OVERDUE FINES

Charges from Lending Libraries

The North Las Vegas Library District will make every effort to obtain materials free of charge. If for any reason this cannot be done, you will be notified of any fees charged by the lending institution prior to the completion of the transaction. The borrower is responsible for any charges applied by the lending library.

Overdue Fines and Charges for Damaged or Lost Materials

The borrower is responsible for any charges assessed by the lending library for the late return, damage or loss of an interlibrary loan item.