

INTERLIBRARY LOAN (ILL) GUIDELINES

Interlibrary Loan (ILL) service is provided by all branches of Albany Public Library for materials that member libraries of the Upper Hudson Library System (UHLS) do not own.

The following Upper Hudson Library System cardholders in good standing (fines below \$10.01 and no restrictive use notes) are eligible to use this service.

- Adults with permanent library cards (adults with temporary cards are ineligible)
- Albany Public Library non-resident library cardholders who have paid their fee for the year and have two months left before their card expires
- Children and teens with permanent library cards (children with MyCards are ineligible)

College and university students seeking to obtain books and articles required or recommended for their coursework and research should use the interlibrary loan services provided by their schools.

The ILL librarian reserves the right to manage the number of customer requests in light of workflow constraints. The ILL librarian will have the discretion to determine if any materials are for use only in the library.

Albany Public Library will borrow/acquire:

- Books
- Photocopies of journal or periodical articles less than 50 pages
- Microfilm
- Microfiche

Albany Public Library will NOT borrow/acquire:

- Books less than six months old
- Audiovisual materials such as audiobooks, music CDs, VHS tapes, and DVDs
- Textbooks
- Books and articles required or recommended for college and university course work

When ILL materials arrive and are ready to be borrowed, customers will be notified once by phone or by email. They will have one week to visit and borrow the materials, and three weeks before the ILL materials are due back to Albany Public Library. It is essential that patrons requesting phone notification provide a phone number that is able to receive and record messages.

Patrons will be charged \$0.25 per day for overdue ILL items, and charged a replacement cost for all lost or irreparably damaged materials. Renewals are dependent on approval from the lending institution.

ILL items are to be returned to the library branch that they were borrowed from.

If a reference copy of a requested item is available locally, the item will not be requested and the customer will be directed to the local library that owns that item.

Each customer must wait a minimum of three months from the date of return of any ILL item before re-requesting the same ILL item.

If the library is unable to obtain a requested ILL title, customers may request the title again three months after they placed their original request.

ILL is not a rush delivery service for books. The minimum wait period for materials is two weeks, and it is sometimes over a month.

Abuse of the privileges afforded by ILL service may result in the suspension and/or termination of a customer's ILL privileges at the discretion of the ILL librarian.

To make an interlibrary loan request, please fill out the form. If you have any questions about interlibrary loan, please call the Reference Desk at the Washington Avenue Branch at (518) 427-4300 ext. 0303.

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