

INTERLIBRARY LOAN GUIDELINES

- To request ILL materials, individuals must have a valid Alamance County Public Libraries library card and be willing to pay any fees charged by the lending library.
- Fees for photocopy requests may involve a per page charge. If fees are involved, you will have the option to withdraw your request.
- ILL fees will be collected when the material is checked out or presented for in-house use. Library users will be notified by phone when materials arrive. Failure to pick up materials will result in fees being billed to your library card.
- Current publication year materials are usually not available from other library systems. All materials borrowed through ILL are subject to the regulations of the lending library.
- Patrons should pay close attention to due dates for ILL materials and return them on time.
- Renewals on ILL materials may be requested in person or by telephone 3 days prior to the due date.
- Patrons will be notified by phone of the new due date after the lending library is contacted. Second renewals are not allowed.
- Patrons may only request three items from ILL at any one time.