

CHEMEKETA COMMUNITY COLLEGE LIBRARY
INTERLIBRARY LOAN SERVICES-
FAQ (FREQUENTLY ASKED QUESTIONS)

1. What is interlibrary loan (ILL)?

Interlibrary loan is a service through which materials not owned by CCRLS (libraries in the Chemeketa Cooperative Regional library system catalog) can be ordered.

2. What types of materials are available?

The ILL dept. will attempt to borrow nearly anything you request. Exceptions: Current-year books and items owned by Chemeketa or the Chemeketa Cooperative Regional library system (CCRLS). Some items are more difficult to borrow and may take longer to arrive.

3. Is there a charge for ILL?

Chemeketa Community College does not have a service charge for Interlibrary loan services, but will pass along any fees the lending library charges. Requests for loans or photocopies will be ordered first through non-charging libraries. If the item is not available from a free lender, if the person requesting the item is willing, the ILL department will order the item from libraries charging a fee for loans or photocopies.

4. How do I place a request?

Request forms are available at the Circulation desk. There are two request forms one for magazine articles and the other for everything else. Please fill them out completely. Incomplete forms will cause delays in obtaining materials. The Reference desk staff will help you fill out the interlibrary loan form.

For *journal articles* include name, phone number, address, title of journal, title of article, author of article, pages of article, source of reference (for best service attach copy of printout from databases like Academic Search Elite), Maximum willing to pay (0 if not willing to pay), and Not needed after (We need to know how much time you have to obtain the item).

For *books and other materials* include name, phone number, address, title of book, publisher, date of publication, source of reference (for best service attach copy of printout from other library catalogs, such as ORBIS CASCADE Alliance), Maximum willing to pay (0 if not willing to pay), and Not needed after (We need to know how much time you have to obtain the item).

5. How long does it take?

Most requests are filled within 1-2 weeks. Other materials could take longer. Delivery time is dependent on the location of the lending library, the availability of the materials, and the shipping method used by the lending library.

6. How long can I keep the material?

Photocopies can be kept, unless otherwise indicated on the material. Books and other materials loan periods are set by the lending library. The average loan period is about 3 weeks. The due date will be clearly marked on the loan.

7. Where do I pick up materials?

Materials are picked up at the Circulation desk.