

## Interlibrary Loan (ILL)

The library provides interlibrary loan service so that students and faculty have access to materials not available at the San Jose City College Library, the Evergreen Valley College Library, or other local public libraries.

### Procedures:

- ILL Request forms can be filled out at the Reference Desk.
- The form should be completed as thoroughly as possible.
- San Jose City College Library does not charge for ILL requests; however, fees imposed by the lending library are passed on to the requester. The amount of these fees may vary; some libraries charge \$20.00, or more.
- If the material is located and a charge is indicated, the library will not order the item until the charge is paid.
- The library will call when the materials are ready for pickup.
- The time for receiving the requested material cannot always be predicted; two - four weeks should be allowed for the materials to arrive.

### Rules:

- Interlibrary loan items cannot be renewed.
- Students may request three interlibrary loans per semester.
- The materials must be course related.
- The borrower is responsible for any lost, damaged, or overdue charges imposed by the lending library.