

## CCLS Interlibrary Loan

Effective July 2021

Interlibrary loan (ILL) allows you to borrow items not owned by CCLS from libraries across the country!



### What Items Can I Request?

- Fiction Books
- Non-fiction books
- Journal Articles
- Microfilm/Microfiche

### We Do Not Request

- Materials published within the last six months.
- CDs or DVDs
- Playaways, downloadable books or eBooks
- Titles owned in within CCLS

### How to Request

- Confirm that CCLS does not own your item
- Contact your local library for assistance OR fill out the form at <https://www.cclsny.org/interlibrary-loan/>
- We will request the item, providing it is not owned by CCLS

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### Getting Your Items

- It can take 3 to 6 weeks for an item to arrive, possibly longer.
- Renewals are controlled by the lending library
- Lending libraries may recall borrowed items at any time

### How much does it cost?

- If a request is filled, the patron will pay \$2.00 to help cover the OCLC service
- Patrons have to option to pay additional fees if required.
- Items will be returned to the library where they were checked out



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