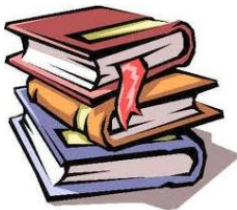


## What is Interlibrary Loan (ILL)?



ILL is a service through which anyone may request to borrow materials that the Yolo County Library does not own from another library system.

## What materials may I request?

- Books published more than 6 months ago
- Magazine articles
- Microfilm
- Sheet music

**NOTE:** Due to fragility, audio visual materials are not available through interlibrary loan.

## How many items may I request?

You may have up to four pending requests at one time.

## How much does it cost?

The service is free to all Yolo County Library users. However, lending libraries occasionally charge fees associated with obtaining books or photocopies of articles. In this case, you will be contacted to approve any charges before the request is processed.

## How long does it take?

Every effort is made to obtain materials as quickly as possible. Depending on the location and availability, it may take from 2 to 6 weeks to receive materials.

## How may I place an interlibrary loan request?

### ❖ Online...

Using your library card number, requests may be submitted online. From the Yolo County Library home page: [www.yolocountylibrary.org](http://www.yolocountylibrary.org), there are two ways to access the Interlibrary Loan request page:

1. Scroll down to “Library Services”
2. Click “Interlibrary Loan (ILL)”


OR...

1. Click “Library Catalog Search”
2. Hover over “Good Reads and More”
3. Click “Can’t Find It? Try Here!” from the drop-down menu

### Search...

After entering your library card number, you will be able to search by keyword, author, title, or ISBN. In the drop-down box, you may change the search from *CaliforniaCatalog* (libraries within California) to *WorldCat*, broadening the search to libraries within the United States. Interlibrary loan services are not available for international libraries.

### Request...

Once you have found the item you want, click on the title, then click on the ILL button  to request it (if you don’t see this ILL button next to your request, please submit a paper request in person at your local library branch).

Next, you will be required to enter your first and last name and library card number. You may choose the pick-up location from the drop-down menu (if no location is chosen, the item will be routed to the home library destination on your library account).

Click “Submit” and you will receive a confirmation screen showing in green that “Your resource sharing request was sent successfully.” **Please note that after the request is received it may take up to 4 days for the title to appear on your library account.**

### ❖ In Person...

You may request Interlibrary Loan materials at any Yolo County branch library, either electronically or through a paper form. Ask at the service desk.

## What next?

The request is forwarded to the interlibrary loan staff. You may check the status of your request online by going to the library catalog:

<http://web-iii.yolocounty.org/>

- Move your mouse over “My Account” and click on “Login”
- Enter your library card number and PIN and press submit
- Click the ILL tab
- Pending orders will show “Awaiting arrival”
- When the item is received, the status will change to “Ready for Pickup”

When the item arrives at our Central Services facility, you will receive a pickup notice by email, phone or mail, depending on your preference. **Please contact your local library to ensure the material has arrived before you come in to pick it up.** The item will be held for 10 days at your local branch.

#### **Loan period:**

Generally, interlibrary loan materials are loaned for a period of three weeks. Overdue fines for ILL materials are \$0.20 per day per item.

#### **Renewing interlibrary loans:**

Not all ILL materials can be renewed - check the due date card to see whether an item can be renewed. If an item is *not* renewable, it will be stated on the due date card. All other ILL materials may be renewed one time for a period of 3 weeks from the original due date. **You must bring the item in to any Yolo County Library branch for renewal.**

#### **Returning interlibrary loans:**

**When returning ILL materials, it is important to bring the item to the Circulation desk (not drop box) in the library branch to receive a check-in receipt.** You may return ILL materials to any Yolo County Library branch.

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**Please contact your local branch for further assistance:**

#### ***Arthur F. Turner Community Library***

1212 Merkley Ave.  
West Sacramento, CA 95691  
916-375-6465

#### ***Clarksburg Branch***

52915 Netherlands Rd.  
Clarksburg, CA 95612  
916-744-1755

#### ***Esparto Regional Library***

17065 Yolo Ave.  
Esparto, CA 95627  
530-787-3426

#### ***Knights Landing Branch***

42351 Third St.  
Knights Landing, CA  
530-735-6593

#### ***South Davis Montgomery extension***

1441 Danbury St.  
Davis, CA 95616  
530-757-5593

#### ***Mary L. Stephens Davis Branch***

315 E. 14<sup>th</sup> St.  
Davis, CA 95616  
530-757-5593

#### ***Winters Community Library***

708 Railroad Ave.  
Winters, CA 95694  
530-795-4955

#### ***Yolo Branch***

37750 Sacramento St.  
Yolo, CA 95697  
530-662-2363



# Yolo County Library Interlibrary Loan Guidelines

## How to request materials from libraries outside the Yolo County Library System

