

## Interlibrary Loan

If there is a book you need, please don't hesitate to ask Library circulation staff. If neither Library has the book in the collection, we can request it from another library through interlibrary loan (ILL).

There are a few caveats to keep in mind when requesting an ILL:

- There is a limit of two interlibrary books at a time per patron.
- They can not be renewed.
- The overdue fine for ILL books is \$1.00 per day per book.
- ILLs are not guaranteed; an owning library has the right to refuse a request for any of a variety of reasons.
- When an owning library fills a request, the time it takes for us to receive the book through the mail and the loan period (i.e. due date) can vary widely depending on a particular library's location and policies.
- There is a limit of two books that can be borrowed at any one time.

Having said that, most of the requests we receive *are* filled; they usually arrive within a few weeks of the date the request is placed (often much sooner); and the loan periods tend to be reasonable and allow time for the book to be mailed back and forth.

Many students and faculty members have used interlibrary loan to obtain access to books they need for assignments, research, and even fiction titles they were unable to check out locally.

Requests may be placed through either Calhoun Library – Decatur or Huntsville. Simply fill out an [Interlibrary Loan Request Form](#) and bring it (or email it in an attachment to [circ@calhoun.edu](mailto:circ@calhoun.edu)) to the circulation department at the Library. We don't require that every blank be filled, but please provide as much information about the desired book as possible in order to ensure we request the exact title you need.

If there are any questions, please contact the circulation staff at 256-306-2774 (Decatur campus) or 256-890-4774 (Huntsville campus).