

Interlibrary Loan Guidelines

Interlibrary Loan is a service provided by Henderson District Public Libraries (HDPL) to locate and borrow materials owned by libraries in the United States that are not owned by HDPL.

The Interlibrary Loan (ILL) service is available to any library user that has a current HDPL account in good standing (i.e., card is not blocked for fines, overdue materials, or incorrect address).

ILL requests can be submitted for the following materials:

- Books, except those published in the last 12 months
- Audiobooks (CD or Cassettes), except those published in the last 12 months
- Microfilm
- Photocopies of specific articles or pages from journals, magazines or newspapers
- Photocopies of specific pages from non-circulating (such as reference and genealogy) materials.

The following materials cannot be requested through ILL

- Items owned by HDPL including items with holds and reference materials
- Mass market paperbacks
- Materials that are available at another library in Clark County
- Books or audiobooks published in the last 12 months
- Downloadable e-books
- Downloadable audiobooks
- DVDs or VHS tapes
- Music cassettes or CDs
- Computer software

There may be a 2 – 4 week wait for an item requested through ILL. Due dates and renewal dates are determined by the lending library according to their policies.

There is no charge for ILL services and HDPL is able to obtain most materials at no cost to the patron. However, if an item is only available for a fee, the patron will be responsible for that cost. Staff will verify that the patron is willing to pay the fee before the request is submitted.

Renewal requests for ILL items must be made before the item is due and must be approved by the ILL staff. Many lending libraries do not grant renewals since the material has been absent from their collection for a month or more.

A patron who requests an item through ILL and does not pick it up upon notification by the library may have ILL privileges suspended.

A patron is responsible for the material requested through the ILL and will be charged the same overdue fees as for HDPL items. The patron is also responsible for the replacement cost of the item as determined by the lending library if the item is lost. This charge will be billed to the patron's account. Please be aware the borrower is responsible for item from when it leaves owning library until it is received back at loaning library. This means borrower may be charged for items lost in mail.