

# Where your library is as big as your imagination!

## What is available through Interlibrary Loan? Books, Audio Visual, Articles...

Each library sets its own policies about what it will lend and how much it will cost. Most libraries will not lend genealogical material or unbound periodicals but may make a photocopy of the relevant entry or article, or they might send a reel of microfilm. Some libraries will stipulate that their material must be used in the library (like a reference book). Many libraries will not lend new items (six months or less).

## Purpose

The Interlibrary Loan service is available to provide access to material beyond what is in our collection.

## Requirements

You will need to register with Interlibrary Loan, using your library card number (user name) and your APL PIN.

## Eligibility

Card Holders with a full privilege Anchorage Public Library card may make Interlibrary Loan requests. Guest and Alaska Resident cards do not have Interlibrary Loan privileges (these services may be available through your home library). Cards that are blocked due to fines, or cards without verified addresses are not valid.

## How do I place a request?

Either on your own or with help from our reference staff through your ILL account. You can also use **WorldCat** (available from the Databases page of our website). This will import your item information to your ILL account. Make sure you've got the right format : book or audio book? VHS or DVD?

## Overdue & Lost Items

- ◆ \$1.00 per day for Media items (audio and visual recordings)
- ◆ 50¢ per day for all other items
- ◆ Fines for Interlibrary Loans **are not** capped at \$5.00.
- ◆ If an ILL is damaged or lost, fees will be determined by the owning library plus a \$5.00 processing fee from APL.

## Other things you should know:

- ◆ Due dates are set according to the guidelines of the owning library and are independent of when you pick up the item.
- ◆ Sometimes the lending library charges more than ILL will cover. It is our policy that if an item exceeds a certain amount we will ask the patron if they are willing to pay said amount.
- ◆ ILL items will not show up when you log into your APL library account. You need to log into Interlibrary Loan to see your ILLs.

- ◆ There are no pre-due date reminder e-mails. Overdue notices are sent only once a week.
- ◆ All Interlibrary Loans must be returned to an Anchorage Public Library location: Chugiak Eagle River, Gerrish, Loussac, Mountain View, Muldoon. If possible, give the item to an employee.
- ◆ Renewals are always at the discretion of the owning library. Please request at least three days in advance directly from the ILL office or through your ILL account. Only one renewal per item.

- ◆ **WorldCat:** The online catalog of items from over 72,000 libraries around the world. Your starting point for Interlibrary Loans. With 2,000,000,000 holdings.
- ◆ **Joint Catalog:** The listing of items held by Anchorage Public Library (including all of its branches) and the libraries we share our catalog with, such as the UAA /APU Consortium Library or Juneau Public or UAS.
- ◆ **Hold:** A request for an item in the joint catalog.



**Request it!  
Track it!  
Get it!**



**The item isn't in our vast catalogue! Now what?**

## Check Out Interlibrary Loan

Anchorage Public Library offers Interlibrary Loan as a special service to cardholders with full privileges. Once you have determined that an item you want is not available through our own catalog, you can place an Interlibrary Loan request for it.

If an Item is available through our own catalog, you can usually place a **Hold** on it. With a hold, we find an available copy of an item whether its at the Gerrish Branch of APL or the Kodiak campus of UAA or even Juneau Public library and have it delivered to the branch of your choice.

## Contact Interlibrary Loan

The Interlibrary Loan department does not have a public desk, but you can contact us by phone or e-mail. The office is regularly staffed from Monday through Friday. 10am to 4:30pm Calling after hours? Please leave a voicemail and we will get back to you ASAP.

Pickup Location Contacts

Visit: [www.anchoragelibrary.org](http://www.anchoragelibrary.org)

For the latest hours and holiday closures.

### Z.J. LOUSSAC PUBLIC LIBRARY

3600 Denali Street

Anchorage, AK 99503 Tel. (907) 343-2975

### CHUGIAK-EAGLE RIVER

12001 Business Blvd. #176

Eagle River, AK 99577 Tel. (907) 343-1531

### MOUNTAIN VIEW

120 Bragaw Street

Anchorage, AK 99508 Tel. (907) 343-2818

### MULDOON

1251 Muldoon Rd. Ste 158

Anchorage, AK 99504 Tel. (907) 343-4032

### SCOTT & WESLEY GERRISH

250 Egloff Dr.

Girdwood, AK 99587 Tel. (907) 343-4024

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