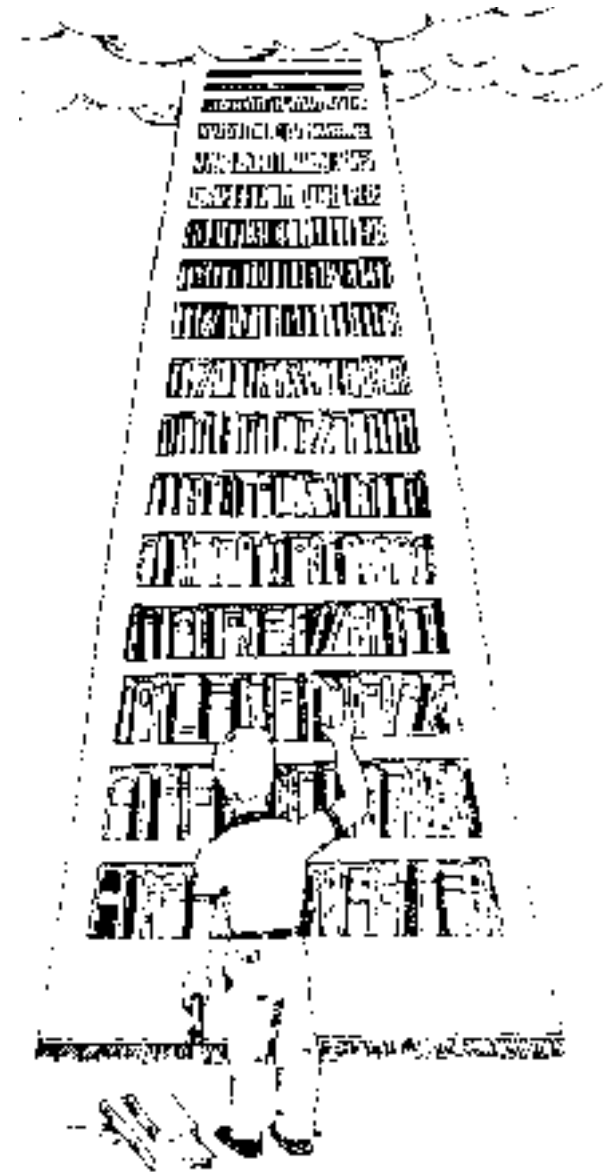
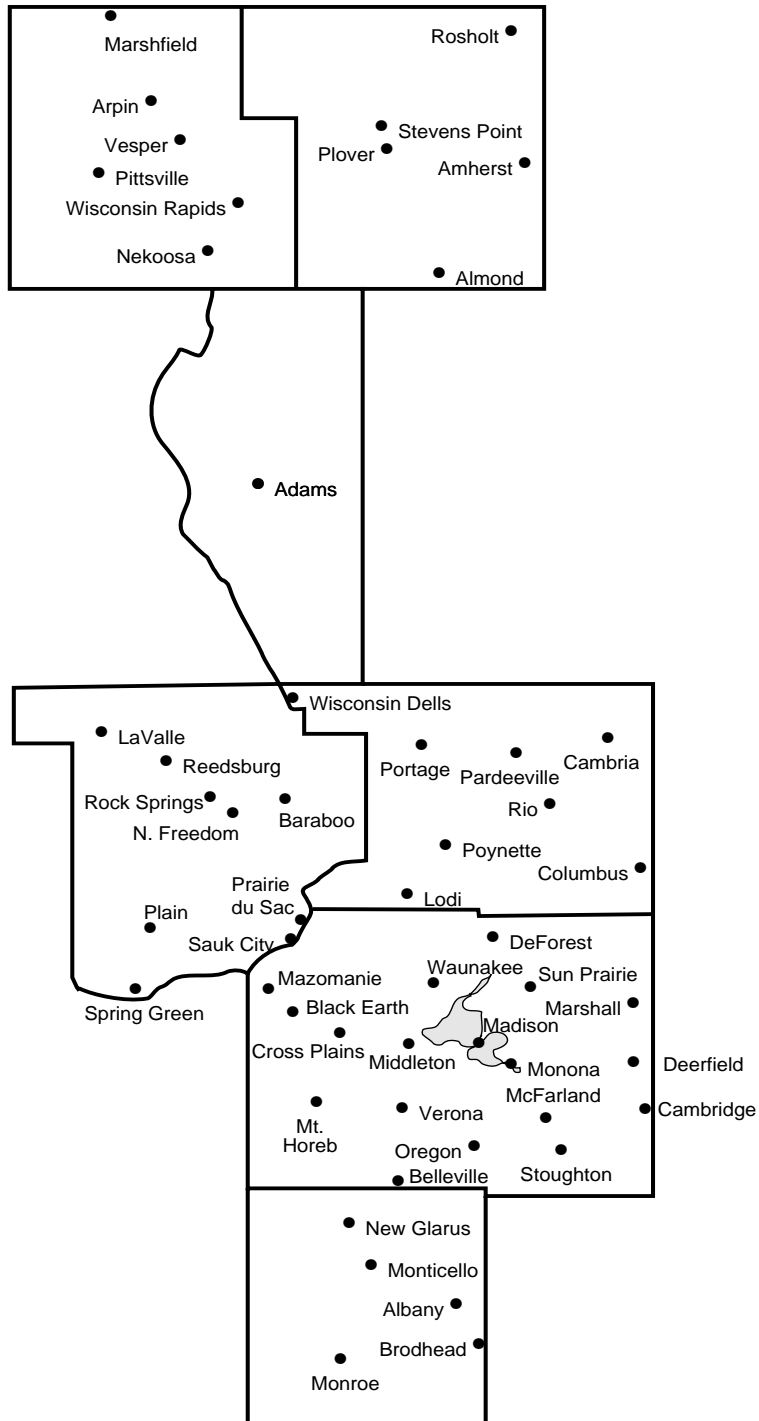


This Library is
BIGGER
than it looks!



There was a time when, if you asked for something your library didn't have, you were simply out of luck. But now, if your library belongs to the South Central Library System or one of the 16 other cooperative public library systems in Wisconsin, your library staff can say "We don't have it, but we can probably get it for you."

WHAT IS INTERLIBRARY LOAN?

Interlibrary Loan (ILL) is a service that allows libraries to borrow materials from other libraries in the region, around the state and nationwide.

WHAT TYPES OF ITEMS CAN I REQUEST?

You may request books on all kinds of subjects, items on microfilm, copies of newspaper and magazine articles and materials in many audiovisual formats. (Some libraries do not lend audiovisual materials through ILL.)

Items that are NOT accessible through ILL include recent best sellers, books published in the last six months, rare and fragile materials, reference items and some genealogical materials.

HOW DO I USE THE INTERLIBRARY LOAN SERVICE?

After you have determined that the item is not available in LINKcat, ask library staff about ILL services.

You must fill out one ILL form for each item or question. As much detailed information about the item as you can provide is useful (author, title, date of publication, publisher, etc.).

For information requests, state your question as clearly and as fully as you can. Indicate what books have already been checked and how detailed the information you need must be. Include information on as many of these points as possible: who, what, when,

where, why and how? For example, "I need information to repair the brake lights on a 1967 Ford Mustang" instead of "I need to know about mustangs."

HOW LONG WILL IT TAKE?

All ILL requests are processed as quickly as possible. Usually, materials can be obtained within 2-4 weeks. Sometimes it may take longer. It depends on the number of libraries that own the item, their distance from your library and whether the item is available when the request is received.

HAVE A DEADLINE?

If you have a specific date by which you must have an item or a piece of information, your request should include that date. If the material cannot be obtained by your deadline date, the request will be cancelled when your deadline passes.

HOW LONG MAY I KEEP AN ITEM?

The lending library sets the due date and any restrictions placed on an ILL item. You will usually have a minimum of one week to use a borrowed item.

WHAT WILL IT COST?

Most items are provided free of charge. If you lose or damage an ILL item, the lending library will request that you pay for the damage/loss and will also charge a substantial processing fee.

QUESTIONS?

For more information, ask your library staff about interlibrary loan services.