

## How to Request a Book/AV/Article

### What is Interlibrary Loan ( ILL )?

Interlibrary Loan is a service provided to borrow books and acquire photocopies of journal/newspaper articles from other institutions if the FKCC library does not have the item.

### Requesting Books and AV materials

1. Start at Library Catalog
2. Enter your search
3. Change college field to "All Community Colleges"
4. Click "Go"
5. Select desired material by clicking on institution name
6. Select "Request"
7. Choose your college, enter ID and PIN
8. Complete request form and submit

### Requesting Articles

If an article is not available in full text through a database, your options vary according to what database you are using, but you can try these steps:

1. Click the SFX link to see if we own the magazine in the library, or if it is available in full text from another database.
2. If it is not, use the ILL link from the database that you are searching.
3. Fill out the online form and indicate the center to which you wish the article delivered.

If you still cannot find the materials for which you're looking, please send a complete citation to Steven Parker, our Interlibrary Loan Specialist, via [email](#) or by phone (305/809-3540).

An *ILL Request Form* is also available at the Circulation Desk.

**Pick Up** - waiting periods vary for items coming from other institutions (books and AV material: 5-10 days, articles: 1-10 days). We will contact you when we receive the item you've requested. Please pick up your item in a timely manner.

**Return or Renew Books** - Book loan period and policy of the lending library is followed. Please return on-time.

**Policies** – All Interlibrary Loan materials must be brought into the library upon return, DO NOT place in book drop box, in order to avoid damage and a fee from lending library.

Please be advised some libraries do charge to lend their material, this cost is the patrons responsibility. The patron will be contacted if a lender is charging for requested material.

This is a limited library staff service; therefore, only five items can be obtained via ILL per patron at any one time