Interlibrary Loan (ILL)

♦ This service allows most Durango Public Library cardholders to obtain items that are not owned by the library.

♦ Books, movies, CDs, magazine/journal articles, and sheet music are all types of items available through ILL.

♦ You will be notified if an ILL request cannot be filled.

♦ Most ILL items check out for three weeks. DVDs check out for two weeks.

♦ ILL items have a band and a barcode attached. Please leave the band attached to the item! There is a $1.00 fee for items returned without the band.

♦ ILL items typically arrive within 1-6 weeks. When an item is ready for pick up, a notification will be sent to you.

♦ The Durango Public Library participates in the Colorado SWIFT interlibrary loan program, in which participating Colorado libraries can borrow from each other.

SWIFT

The SWIFT database offers an easy, accessible online resource that can be used to search for items owned by participating libraries.

To place an online request through SWIFT, you must set up an account. This can be done in person at the library or over the phone by calling 970-375-3380.

If you already have an account, you can access SWIFT by visiting the Library web page:

https://www.durangogov.org/1120/Request-an-Interlibrary-loan

• On the Interlibrary Loan page, click on the SWIFT icon.

• Click on Sign In (top righthand corner of the web page).

• Type your entire library card number (no spaces), last name (in ALL CAPS), and select Durango Public Library from the dropdown menu. Click Login.

• You are now in the Standard Search format and can perform a basic search by keywords. Make sure the Current Profile drop-down menu is set to “ALL LIBRARIES [shared].”
• For a more refined search, click on the **Advanced Search** link (upper left corner of screen).

• In **Advanced Search**, you can search specifically based on material type (book, music CD, video DVD, book on CD, etc.), language, reading level, etc.

• Once a search is complete, find the record that matches your desired item and click on **Get It** (to the right of the item).

• Click on **Request** to complete your online request.

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**Policies and Guidelines**

- Items currently owned by the Durango Public Library cannot be requested.
- **You may have one active request at a time** (including items currently checked out).
- eBooks and other downloadable materials cannot be requested, due to publishing industry standards beyond our control.
- There are **no renewals** on ILL items.
- Late fees are $.25 per day.
- Please return ILL items at the Information Desk or in the manual book drops. Please do not use the automated return systems.

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**Questions?**

Please contact the Interlibrary Loan Department at **970-375-3393** or e-mail us at **dplill@durangogov.org**