

Durango Public Library

Interlibrary Loan Service Guide



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.



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.

Questions?

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