

# Interlibrary Loan

Need something the Lois Nelson Public Library does not have?

## Function and Purpose

An interlibrary loan (ILL) transaction is a request to borrow books or material from another library or institution.

## Eligibility for Use

Lois Nelson Public Library cardholder (18 years or older) in good standing may use this service. Juvenile cardholders are not eligible for this service.

## Please note the following before placing an ILL request:

- Customers who apply for a free Lois Nelson Public Library card through the TexShare Card program may not request Interlibrary Loans. Interlibrary Loans should be requested through a customer's home library system.
- The Lois Nelson Public Library does not accept requests for DVDs, audio books, articles, microfilm, or music CDs.
- Customers are limited to **ONE transaction**, including requests and check-outs. The lending library must check the item back in before another request can be placed. Please allow two-three weeks for shipping and processing.
- We cannot request items that are in the Lois Nelson Public Library collection. Please check our online catalog to place a hold.
- The service is free unless the lending library charges a fee.
- Customers are responsible for lost or damaged books and late fees charged by the lending library.
- Customers' ILL requests will count towards the six (6) hold limit on Lois Nelson Public Library materials. If an ILL book arrives when a customer has five (5) holds, the customer will be notified that a hold must be cleared for the book to be processed.
- Customers with fines, bills, or overdue materials cannot request ILL books.
- **Customers may not renew ILL books.**

You may make a request for an Interlibrary Loan by completing an "ILL Request Form" at the front desk.

If you have any questions, please call 972-736-3741 or e-mail [library@princetontx.us](mailto:library@princetontx.us) .