

## INTERLIBRARY LOAN SERVICE

Interlibrary Loan is a service coordinated by the Technical Services Department. Through this service, books not owned by any branch of Pima County Public Library can sometimes be borrowed from other libraries in Arizona, or out of state.

Interlibrary Loan service is available on request to all Pima County/City of Tucson residents who have a valid full-service Pima County Public Library borrower's card.

Because of the specialized nature of the service, please limit your requests to items that are important to you. Allow four to six weeks (sometimes longer) for arrival of material or notification of cancellation.

There is a limit of three (3) Interlibrary Loan requests at a time (including Interlibrary Loan items currently checked out).

Please provide as much information about the book as possible: complete author, title, date and place of publication, and any other information that might help us identify and locate the item.

New books (within one year of publication), books in heavy demand, audiovisual materials, computer software, rare, fragile or reference-type items cannot be requested through Interlibrary Loan.

The loan period is three weeks. There are no renewals on Interlibrary Loan material. You may not request two identical editions of an item at the same time.

Periodicals and newspapers cannot normally be borrowed (except for some newspapers available on microfilm), but photocopies of specific articles can usually be obtained. Complete citations are needed and a copyright statement and authorization for possible photocopy charges must be signed at the time the request is placed.

Pima County Public Library provides Interlibrary Loan service free of charge except for any fees charged by lending libraries which you have authorized, or charges for overdue, lost, or damaged materials. Overdue fines are \$.50 per day (3-day grace period) with a maximum of \$10.00. Charges for lost or damaged materials will be billed at whatever rates the lending library charges.

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