

Interlibrary Loans

Interlibrary Loan service (ILL) is available to all current cardholders to request items not available at Longview Public Library from other libraries across the United States.

Questions? Stop by the Front Desk of the Library, or [contact](#) [1] the Interlibrary Loan Librarian at (903) 237-1346.

FAQ's:

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1. What is not generally available through Interlibrary Loan?

- Items in special collections
- Genealogical material - some libraries may copy index
- Limited availability - audio/video
- Telephone directories
- Reference books
- Complete issues of periodicals or newspapers
- Best sellers
- Current publications
- Rare or fragile items
- Items in high demand

Note: Libraries are under no obligation to lend materials.

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2. Who is eligible for Interlibrary Loan service?

Any patron who has a Longview Public Library card, is in good standing and does not have account issues (over-dues, fines, fee, etc.) The request must be placed in the actual name of the library cardholder and the corresponding library card must be presented when picking up the item.

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3. How many items can I order?

There is a limit of three open requests at one time per patron. An item may be borrowed one time within a three-month period.

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4. What will it cost?

This is generally a free service but materials returned late will be assessed a fine of \$0.50 per day. Patrons who fail to return materials borrowed on their behalf will be charged the cost of the item as determined by the lending library.

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5. How long can I keep an item?

That is determined by the lending library. There are no renewals.

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6. How long will I have to wait for an item?

The normal process of an ILL request is approximately 2 to 6 weeks. If we cannot obtain a requested item, you will receive a cancellation notice by email, mail, or phone stating that we could not get it.

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7. What happens if I lose or damage an item?

The lending library will require that you pay for the damage/loss and could charge a processing fee. Note that your Longview Public Library borrowing privileges will be suspended until all fees/fines are paid.

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8. Where do I return materials?

Materials may be returned to the Longview Public Library. **Please keep all paperwork with**

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the item.

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9. How do I submit a request?

You may submit an Interlibrary Loan request online through [Texas Navigator](#) [2]. You may also print the Interlibrary Loan [request form](#) [3] and fill out the form, and leave it at one of the Service Desks on your next visit. Forms are also available at the Services Desks in the Library.

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Source URL: <http://library.longviewtexas.gov/interlibrary-loans>

Links:

[1] <mailto:cbennett@longview.lib.tx.us?subject=ILL%20Help>

[2] <http://library.longviewtexas.gov/interlibrary-loans-ill>

[3] <http://library.longviewtexas.gov/sites/default/files/files/Library/ILL-request-form.pdf>