



Interlibrary Loan (ILL) - Frequently Asked Questions

1. What is Interlibrary Loan?

Interlibrary Loan is a cooperative service among libraries for obtaining materials not available in local library systems. Items requested are located, ordered, and, if available for loan, shipped by mail or other delivery services to your local library.

Before requesting any material through Interlibrary Loan, please check the Mid-Hudson Library System's [Online Catalog](#) to make sure that the material is not owned by any of the 66-member libraries. We are only able to request items through Interlibrary loan (ILL) that the library system does not own, even if our copy is for reference only.

2. Who is eligible for Interlibrary Loan services?

ILL service is available to Mid-Hudson Library System cardholders with accounts in good standing.

The borrower must have a library card from a member library. The account must current and be in good standing, and the request must be placed by the cardholder. If your library account has any of the following problems, your request will not be processed until all problems are resolved:

- your card has expired
- money is owed for overdue or lost materials

3. How do I request material through Interlibrary Loan?

Submit a signed Interlibrary Loan (ILL) Request form in person at the Amenia Free Library.

4. What is generally not available through Interlibrary Loan?

- Current best sellers and recently published books.
- Items in Special Collections.
- Genealogical materials. Libraries will often photocopy indexes or family names.
- Compact discs, DVDs, videos, audio books – limited availability (many libraries will not lend).
- Reference books
- Complete issues of periodicals or newspapers. Libraries will usually photocopy articles (within the copyright law) or lend microforms.

4. How many requests may I submit at a time?

You may have a maximum of 4 (four) requests outstanding at any one time. This includes any combination of pending or filled requests.

AMENIA FREE LIBRARY
3309 RT 343, P.O. Box 27
Amenia, NY 12501
845-373-8273
www.amenialibrary.org



5. How long can I keep an item? Can it be renewed?

The loan period for requested items depends upon the length of time allowed by the lending library, which can vary from less than a week to a month or more. The due date will be visible on your account, just like other items borrowed from our library. Interlibrary loan materials may not be renewed, unless authorized prior to the due date by the lending library. Please return materials on time. Privileges will be suspended if materials are not returned on time and in good condition.

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

The normal process of an ILL request is approximately one to two weeks. If we cannot obtain a requested item, you will receive a notice of a cancelled ILL request via phone or e-mail, stating why we could not get it for you.

8. What if I lose or damage a book?

The lending library will request that you pay for the damage or loss and may charge a processing fee. Note that your borrowing privileges will be suspended until all fees are paid.

9. Where do I return interlibrary loan materials?

Return them to the library at the circulation desk during the library's hours of operation. Please do not place Interlibrary Loan materials in the book drop, otherwise ILL borrowing privileges will be suspended.

Questions?

Call the library at (845)373-8273 during the library's hours of operation or by emailing the Library Director at director3309@outlook.com.

Hours of Operation:

Monday: 10:00am - 5:00pm

Tuesday: 10:00am - 5:00pm

Wednesday: 10:00am - 7:00pm

Thursday: 12:00pm - 5:00pm

Friday: 10:00am - 5:00pm

Saturday: 10:00am - 2:00pm

Sunday: Closed