

Yukon College Library Guidelines Regarding Interlibrary Loans (ILLs)

- Current Yukon College Staff and Students can request up to 5 Interlibrary Loans (ILLs) for free per topic. After that, each ILL is \$3.00.
- Current Yukon College Staff and Students must have a current library card before placing ILL requests. Requests submitted by someone without a current library card will not be processed until the individual obtains a current library card.
- Allow for a **minimum** of three business days for an article to arrive and two weeks for a book to arrive.
- Articles requested will be emailed to Yukon College email accounts.
- Textbooks cannot be interlibrary loaned.
- Patrons with a fine balance owed to the YC Library must pay the fine before requesting ILLs.
- **YC Library Public Patrons** can make Interlibrary Loan requests for a fee of **\$10.00 per request** with a current Library Card, which can be purchased for a cost of \$50.00.
- Interlibrary loan requests for Public Patrons will not be processed until the patron confirms that he/she is willing to pay the fee of \$10/item.
- When requesting materials online through the databases, please fill out all the required fields. If you do not receive an email notification of your request, then your request was not successful and it's probably because you did not fill out all the required fields. Please try again.
- Any items signed out to a Patron becomes his or her responsibility. Keep this in mind when borrowing items for others; which we highly discourage.
- For those ILLs that can be renewed, renewals usually last for just 2 weeks. Call the front desk at 867.668.8870 or visit the YC Library in person to renew ILLs.
- Items borrowed by ILL cannot be renewed online.
- The lending period for an item is established by the lending library, not YC Library, and it includes shipping time (both to and from YC Library). We encourage patrons to pick up their interlibrary loaned items in a timely manner and to read the sleeve attached to the item, which contains important information such as the due date for the item.
- Video interlibrary loan services are limited to those who have a Yukon College employee ID and are Instructional Staff.

- The requesting Instructor must specify the showdate of the video when placing the request.
- Not all videos are available for ILL from lending libraries because of Public Performance Rights.
- Video requests must be placed several months in advance to ensure a specific showdate because the lending libraries often have tight circulating schedules for their media collection.
- Fines for overdue ILLs accumulate at the same rate as regular books; \$1 per item per day overdue. Until the item is returned, negligent patrons will be blocked from borrowing additional items from the YC Library.

IMPORTANT: Abuse of the Interlibrary Loan system puts into jeopardy the entire ILL system for all Students and Staff. Offenders can lose their borrowing privileges.