Interlibrary Loan

What is Interlibrary loan?
Interlibrary loan is a system in which participating libraries lend and borrow material. If a book or article is not owned by our library, it may be available from another library through interlibrary loan. We cannot guarantee that the item you request will be available from another library.

Who can use it?
DCC students who are currently enrolled in credit bearing courses and current DCC faculty, staff, and emeriti.

How do I make a request for something on interlibrary loan?
Login to myDCC, select the Library tab at the top, and in the Interlibrary Loan box, click on “Click here to connect to ILLiad”. Then click on “First Time Users” to register. Once you register, you will only need to enter your username and password to logon to ILLiad. Choose New Request, then select Book or Article. Enter the required information and hit the Submit Request button.

Is there a fee?
Many libraries participating in interlibrary loan do not charge a fee, while some do. If a fee is required, the interlibrary loan clerk will contact you before the request is filled.

Are there items that cannot be borrowed?
Items that cannot be borrowed include reference material, rare items and complete issues of periodicals. The lending library establishes its own policy on non-circulating items.

How long can I borrow an item?
The borrowing period is determined by the lending library, and therefore varies. When an item comes in, a due date has been assigned by the lending library. You will be notified of your due date when you pick up your requested items.

How long will it take?
A requested book or photocopies generally take one week to arrive, but this can vary. Electronically delivered articles often arrive in a couple of days. You will be notified when items have arrived.

Where do I pick up and return requested items?
Your items can be picked up at the Circulation Desk. Books must be returned at the Circulation Desk. Please mention to the clerk on duty that you are returning an interlibrary loan and you will be asked to sign a card verifying its return. Please do not return interlibrary loan books in the book drops. Photocopies are yours to keep.

Can I renew a book?
Each lending library makes its own determination as to whether or not you can renew an item. Generally, most libraries will grant a renewal for two additional weeks. You must request a renewal through our library a few days prior to the due date. Overdue materials may not be renewed. Contact our Interlibrary Loan Clerk at 431-8636 for any renewal requests or ask at the circulation desk for assistance.