INTERLIBRARY LOAN POLICY
Pima Community College

What is it?
• Interlibrary loan [ILL] is a service used to obtain materials not owned by Pima Community College Library or the Pima County Public Library.
• PCC will borrow materials for you from a distant library.

What types of materials can or cannot be borrowed from other libraries?
• Books.
• A photocopy of a specific journal article. We cannot obtain a copy of entire issues.
• Photocopy requests will be checked for copyright compliance. We will cancel the request if it is a violation of copyright guidelines.
• The following material types are normally not available through ILL: Current publications, reference materials, archival or rare materials, audiovisual materials, genealogical materials, dissertations, or ebooks.

Who can use it?
• PCC faculty and staff with no overdue items on their library records.
• PCC students with a current student ID card and no overdue items on their library records.
• Community borrowers can use ILL services provided by the Pima County Public Library.

Are forms needed to make an ILL request?
• Yes. Forms are available at all the campus libraries and on the library's website.
• The form should be filled out clearly and legibly with all requested information. Be as specific as possible. Include title, author, ISBN, publisher, publishing date, and edition.
• A staff member is available if you need assistance in filling out the form.

How much does it cost?
• PCC subsidizes loan and photocopy fees for ten [10] standard ILL requests per semester.
• Additional or special requests resulting in additional fees must be paid for by the requestor.

How long does it take?
• It is impossible to predict the owning library that will respond to our request or how long it will take that library to send the materials.
• Most requests are received 2-4 weeks after they have been placed.

How are you notified when your request has arrived?
• Our staff will call or email you when your material has arrived. Please pick up your item as soon as possible.
• If we are unable to get the materials, you will be notified by telephone or email.

How long can I keep an ILL item for?
• Loan period is determined by the lending library, not PCC. Loan periods from two to three weeks are common.
• Some items may be specified as library use only by the lending library.
• ILL materials may be renewable depending on the lending library’s policy. ILL items are always subject to recall by the owning library.
• Overdue materials:
  o Returning materials late jeopardizes PCC’s borrowing privileges with other libraries.
  o Any fines charged by the owning library will be passed on to the borrower.

Questions?
Please contact any of the locations below:
Desert Vista Campus - 206-5095        Downtown Campus - 206-7267
East Campus – 206-7693
Northwest Campus – 206-2250        West Campus – 206-6821
Library Technical Services – 206-4607

“PCC Libraries reserve the right to restrict or prohibit a patron’s use of ILL services if the privilege was abused in the past.”