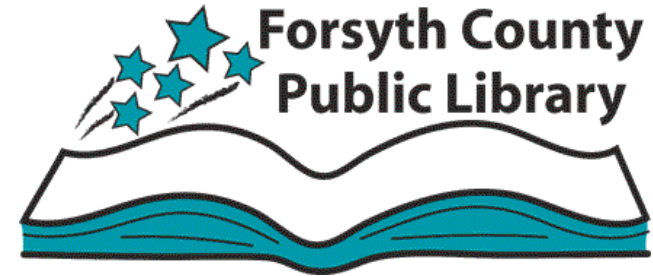


## ILL POLICY

Interlibrary Loan is a service provided by the Forsyth County Public Library whereby materials not owned by the library are requested from other library systems throughout the United States. This service permits wise spending of collection development funds by giving Forsyth County Public Library patrons access to a much wider range of materials than would otherwise be possible. In some cases it is not possible for us to purchase a title for our collection because it is out of print or difficult to obtain. In other cases it is not cost effective to purchase a title because the anticipated demand is low, particularly for specialized or less recent titles.

## HOW TO PLACE AN ILL REQUEST

- Go to catalog:  
[catalog.forsythpl.org](http://catalog.forsythpl.org)
- Search the catalog for the item you wish to request to verify it is not owned by the library.
- If item is not in the catalog, select the search tab and open the dropdown box “Using” and then select WorldCat
- Enter title and click “Go”
- Once the book is found, click on “Place Request”
- Enter library card barcode and PIN number and then click “Login”
- Select correct pickup library and then click “Submit Request”



## INTERLIBRARY LOAN

### Policy and Procedures

Cumming Library  
585 Dahlonega Road

Hampton Park Library  
5345 Settingdown Road

Sharon Forks Library  
2820 Old Atlanta Road



770-781-9840  
[www.forsythpl.org](http://www.forsythpl.org)

[www.forsythpl.org](http://www.forsythpl.org)

# INTERLIBRARY LOAN PROCEDURES

## REQUESTING ITEMS

Patrons in good standing may have three Interlibrary Loan items requested or checked out. Requests may be submitted and the status checked by using the catalog ([catalog.forsythpl.org](http://catalog.forsythpl.org)). Information staff is available to assist with requests.

The types of materials that can be obtained are print books, large print books, and microfilm. In addition, magazine or journal articles or a few pages from a book may be copied.

Forsyth County Public Library pays the normal operating costs associated with Interlibrary Loan orders. However, if a lending library requires additional charges, patrons will be asked if they wish to pay the additional charges or cancel the request. Patrons are asked to pay the cost of renting census microfilm for states other than Georgia.

## CHECKING OUT ITEMS

The patron is notified either when the item arrives or if the title cannot be obtained. Materials are held at the Circulation Desk for pick up. (Requests for materials can require up to six weeks to fill, depending on the lender.)

Prompt pickup of materials is encouraged. The due date is determined by the lending institution, not by Forsyth County Public Library, and many lending libraries allow only a few days for use of Interlibrary Loan items.

Lending institutions may require that some materials be designated for use in a Forsyth County Public Library.

## RETURNING ITEMS

The due date for returning an Interlibrary Loan item is noted on the paper band attached to the item. Bands must remain on books for proper check-in. Normal late charges will apply to overdue materials.

Many of the books that are requested for Interlibrary Loan are difficult to replace. Patrons are responsible for charges incurred for lost or damaged materials. Charges are assessed by the lending library and may include not only the replacement cost but also additional fees.