

Interlibrary Loan Requests

Indian Hills Community College

To request a book you will need to know the following information:

- Title of Book
- Author of book
- ISBN Number (if known)
- Publication Date

To request a magazine article you will need to know the following information:

- Title of Article
- Author of Article
- Magazine or Journal title
- Date of Magazine or Journal
- Page Numbers

To submit a request you can simply email the information to library@indianhills.edu. Please add your full name and whether you are student, staff or community user.

Please read before submitting a request:

There may be a charge from the lending library that you will have to pay before receiving the materials.

Please allow 1-2 weeks for materials.

The loan period for interlibrary loan books varies dependent upon the lending library. Books must be returned by the due date.

Requests for books copyrighted during the current calendar year will not be filled by other libraries.

Please be selective in making your interlibrary loan requests. According to a state survey it costs an average of \$7.50 per interlibrary loan request. Interlibrary loan is a valuable service, please do not abuse the service.