

Little Elm Public Library

Interlibrary Loan Policies

If you need a book, DVD or other loanable material that the Little Elm Public Library System does not own, the Library's Interlibrary Loan (ILL) service will attempt to get it for you.

- Anyone with a physical Little Elm Public Library card in good standing may request an item through the Interlibrary Loan Service.
- You may have five (5) ILL requests "In Process" at one time. "In Process" includes items requested, items received and awaiting check-out, and items currently checked out. **Only 5 ILL 's may be checked out at one time in accordance with the Texas State Library and Archives Commission Interlibrary Loan policies.**
- Anything not owned by the Little Elm Public Library may be borrowed if it is owned by another library that will agree to lend it.
- Since the items may come from anywhere in the United States requests generally take 2-4 weeks to arrive, but may take up to six (6) weeks or more.
- The item's due date on borrowed items are set by the lending library and is stated on the Little Elm Public Library Interlibrary Loan tag.
- Renewals are at the discretion of the lending library. To request a renewal, customers should contact the Reference Desk at least a week prior to the due date. Library staff will attempt to renew the item and will notify the customer regarding the results of the renewal request.
- If an item is returned late, or is lost or damaged, the customer is responsible for all fines and/or fees charged by the lending library.
- The Library will strictly observe any conditions for use of loaned materials that the lending library may impose (e.g., short loan period, in-library use only, no renewals, etc.).
- The following types of materials often are not available through ILL:
 - Books published within the last 12 months (For newer items, consider working with the Library staff to suggest the item for purchase.)
 - Electronic materials
 - Reference works
 - Computer software
 - Rare Materials or original manuscripts
 - Entire volumes or issues of journals and newspapers
- Usually, there is no charge for the ILL service. However, some libraries do charge for photocopies or to loan materials. In this case, the Library will notify you and ask if you are willing to pay the charge before we finalize the request.
- The Little Elm Public Library reserves the right to suspend or withdraw ILL privileges from customers who do not comply with the Library's policies and/or who abuse the service (e.g., refusal to pay associated fees, consistently returning material late, excessive loss of material, etc.).

If you have any questions contact us at 214-975-0430 or email Reference@littleelm.org.