

Librarian's Shelf by Karen Stuart

Interlibrary Loan

In the last month Columbus Public Library users have borrowed 80 items from other libraries through our interlibrary loan (ILL) service and we have loaned 116 items to other libraries for their users. The interlibrary loan service allows users to access items that Columbus Public Library does not own. All libraries understand that they cannot purchase every item published, so we work together to serve our patrons.

Through ILL, you can borrow rare, obscure, out of print books, textbooks, and even DVDs. You can also borrow newer, more popular items that we do not have in our collection, but most libraries will not send a book to us if it has not been published for at least three months. Interlibrary loan is a useful tool for a variety of purposes: students borrowing textbooks or researching for a class, business professionals continuing their education and skills, or researching for a project or client, or simply for entertainment.

To request an item through interlibrary loan, you can email our Interlibrary Loan staff person, Melissa Prohaska (mprohaska@columbusne.us), call her direct line at 402-562-4208, or fill out the interlibrary loan request form in the library. You will need to know the title and author and can include the publisher, publication date, and volume if you need a specific edition of an item.

You do need to have a Columbus Public Library card in good standing to check out an interlibrary loan item. If you have more than \$10 in fines, have an expired card, or do not have a card at all, you can still request an item and simply rectify your account before you pick up the book. If you are getting a card for the first time or updating your information, be sure to bring a photo ID and proof of residency or property ownership in Platte County.

Columbus Public Library does charge users \$2 per item to use the interlibrary loan service. This fee helps pay for postage to ship the item back to the lending library. This fee is due when users pick up the item they've requested (if they don't pick it up, it will be charged to their account). Occasionally lending libraries will charge a fee, but Melissa will consult with you before accepting the item.

Items requested through ILL take anywhere from 2 to 10 days to arrive. It varies due to our staffing (weekends, holidays, vacation, etc.) as well as the staffing at the lending library, and the lending library's distance to Columbus. When your item has been received we will notify you and have it ready for pick up at our front desk. The length of time an item can be checked out is decided by the lending library but is usually four weeks and will be printed on the front of the item when you check it out. To renew an item, contact Melissa in the Interlibrary Loan Department and she will request renewal from the lending library.

It sounds like a lengthy process, but in reality using ILL is easy! Just request your item, wait for us to call, pick up your item and pay \$2, and then bring it back on or before the due date. If you're not sure if an item will be available, request it and we can always check. If you've tried to borrow an item before and weren't able to, try again because libraries are always adding new items to their collection.

Interlibrary loan is a service we offer so that we can better meet your needs. If there is an item you want to read, watch, or listen to, we'll do our best to get it for you! If you have any questions or are ready to request an item, please contact Melissa Prohaska at mprohaska@columbusne.us and 402-562-4208.