

If you need research material CNC Library doesn't have, request it through Interlibrary Loan and we will borrow it from another library for you. Charges may apply:

- **CNC Students:** No charge for books or emailed articles; print copies are 10 cents/page (minimum \$1.00)
- **CNC Employees:** No charge for college-related loans; \$6 per loan for personal loans; departments may be charged back on loans for specially funded projects
- **Community User:** \$6 per loan [not available at this time]

Please note: Due to library closures across Canada because of Covid-19, physical items such as books may not be provided. Currently CNC is lending and accepting physical items with local (Prince George) libraries, as well as post-secondary libraries only, in B.C. only, that are providing this service. All electronic articles will be processed as per usual, unless the only lending library available cannot provide. If this is the case, we will contact you.

How to Get an Interlibrary Loan

1. Check CNC Library First

Books or videos: Search our **Library Catalogue** to see if we have the item you want (library homepage > *Classic Catalogue or Discovery Search Box*).

Articles: Search our Discovery Search Box, or click Journals to search for a journal title. If you can't find the item at CNC, it will be an Interlibrary Loan. Continue with step 2 below.

2. Submit Request using one of these methods:

- **Form:** complete the Interlibrary Loan request form available at the library and give it to staff at the library front desk, give it to a regional campus staff member, or email it to cnclibrary@cnc.bc.ca.
- **Many of our online databases:** click "Request this item" underneath the article if the full text option is not available. A Library Request Form will pop up, fill out your information on the top and click to submit the form.
- **BC Union Catalogues:** on our *Other Libraries and Interlibrary Loans* page go to *BC Union Catalogues*. Enter the title and click Search. On the result list pick a title and click the *Request* button. When the request form pops up enter: 1. your last and first name, 2. a password (e.g. your Student ID#), 3. your phone # and we recommend 4. your email. Then click *Submit* button at bottom of form.

3. Receive Notification & Pick Up Item

We will contact you when your item arrives. Articles usually take 2-5 business days and loans (e.g. books) usually take 7-14 business days. Loan items may be picked up at the front desk in the Library (or from a regional campus staff member) during opening hours. Please pick up materials as soon as possible and follow loan instructions.

4. Return Item

Articles are yours to keep, they will be emailed to you in PDF format.

Loan items (e.g. books) are due back 2 weeks after their arrival. After that overdue fines of \$1/day will be charged to your library account. If you need more time, contact Interlibrary Loan staff as soon as possible. The lending library may or may not agree to a renewal depending on their policy.