

# Interlibrary Loans

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
- 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

## 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](mailto: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.