

# Interlibrary Loan FAQs

## Do I have to be a CARL patron to request an ILL?

Yes, only CARL library account holders may submit ILL requests. All others should ask at your home library, which is any local public, corporate or academic library where you have borrowing privileges.

## Do I have to pay for ILL Services?

There is no charge for this service.

## What can I request?

- Books
- Dissertations and theses
- Microforms
- Journal/Periodical/Newspaper articles (a maximum of 5 from any one journal title as per copyright restrictions)

## What can't I request?

We do not accept requests for items that are available from the CARL collections or in the CARL's full-text e-journal collection. We do not accept requests for media (DVDs, sound recordings, Audio Books, etc.) or textbooks.

## Why can't I request textbooks?

Due to limited availability, short lending periods and lack of renewals offered, and costs, requests for textbooks are unable to be filled. If you are unsure if your item qualifies as a textbook, please consult the Interlibrary Loan staff. [Click here](#) for alternative resources for obtaining a textbook.

## How long does it take?

A request may take between 1 to 4 weeks, depending upon location and availability.

**How can I check the status of my request?**

You may check the status of your request at any time by calling the ILL office at 913-758-3017.

**What happens when my materials arrive at the library?**

You will be notified via email or phone when the item has been received.

**Is there a limit?**

You may submit up to 15 ILL requests per month, up to 5 out at one time. Please prioritize your requests in order of importance.

**How long will I have ILL material for and can it be renewed?**

The lending library determines the loan period for all ILL materials and approves or denies any renewal requests. Some materials may be restricted to "In Library Use Only". If the book you receive states "No Renewals", you cannot renew the item. To request a renewal, please call the ILL office at 913-758-3017.

**What happens if an ILL becomes overdue?**

Every effort should be made to return ILL materials on time. Overdue items jeopardize CARL's ability to borrow items from other libraries. In addition, an individual's library privileges may be suspended until the overdue material is returned.

**Once I'm finished with the materials, where do I return them?**

Please return all ILL material to a staff member at the Circulation desk where you picked them up. **Please do not put ILLs in a book return bin.** Photocopies are yours to keep and don't have to be returned.