

Interlibrary Loan

The James River Valley Library System will provide interlibrary loan service to its patrons. If a patron needs an item that is unavailable in our collection, the patron may request an interlibrary loan. The library will then search various databases to locate another library that owns the item and is willing to lend the item to the James River Valley Library System. If an item is not found in a library in the state of North Dakota, then we will request the North Dakota State Library search outside of North Dakota for the item.

Interlibrary loan (ILL) requests may be made at the Library, over the phone, or through e-mail. We need the name, address, phone number; date needed by, and as full a citation of the item needed as possible.

The loaning library sets the due date. A request may be made to renew the item. We will then ask the loaning library and they make the decision. The borrower is responsible for any charges levied by the lending library. Once JRVLS has paid a charged fee to a lending library, the borrower is responsible for the fee.

Due to short loan periods that may be set by the lending library, and due to delivery and pick-up delays inherent in the bookmobile schedule, interlibrary loan is not available to patrons accessing JRVLS via the Bookmobile.

The James River Valley Library System will loan materials to other libraries requesting interlibrary loan. However, ILL of rare or oversized items is at the discretion of the director.

The library will maintain a record of all interlibrary loan transactions for a period of three years.