



**Interlibrary Loan Policy**  
**Washoe County Law Library**  
75 Court Street, Reno, NV 89501 ~ 775-328-3250

## **Frequently Asked Questions**

### **What is Interlibrary Loan?**

Interlibrary Loan (ILL) is the process by which a library requests materials from, or supplies materials to, another library. Interlibrary Loans are transactions solely between libraries and not between libraries and individual users. The purpose of ILL is to obtain library materials not available in your local library. The supplying library determines whether the material can be provided.

### **Who may use this Interlibrary Loan service?**

Patrons with a current library card from their local Nevada library may request a "Law for Lay People" book through their local library's interlibrary loan office. Your local library will contact Washoe County Law Library to request the book. Your local library will complete the Interlibrary Loan Form.

### **How much does Interlibrary Loan cost?**

The Washoe County Law Library does not charge a circulation card fee to borrow items from our book collection.

### **How long does it take to receive the item?**

A request can take about a week to be filled, depending on availability of the item. Please keep this in mind when requesting an Interlibrary Loan from your local library. Where do I pick up and return the item?

You can pick up the item at the local library where you requested the item. Always return items to the library where you picked it up.

### **How long can I keep an item?**

The loan period for materials borrowed through the Washoe County Law Library is two weeks of which approximately one week is for patron use and almost one week is for mailing. All materials must be returned by the due date on the item.

### **How many items can I request at one time?**

You may request 2 items at a time from the Law Library.

### **Can Interlibrary Loan books be renewed?**

No. The Washoe County Law Library does not permit renewals since the material has been absent from their collection for almost two weeks already.



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**Do you charge a fine for overdue books?**

Yes. Overdue charges accrue on materials borrowed through Interlibrary Loan at the rate of \$1.00 per day.

**What will happen if I damage or lose an item?**

You will have to pay for any damage or loss of materials including a processing fee. Your local library will contact the Washoe County Law Library and let you know the exact charges. The average replacement cost is \$50.00.

**How do I start this process?**

To borrow a book in the collection from the Washoe County Law Library, please place your request through your local library in Nevada. Your library will complete the Law Library's Interlibrary Loan Form and contact us to borrow the book for you.

If you live in Washoe County you may request Law Library materials through the Washoe County Library Interlibrary Loan Service. Indicate that you would like to borrow the book from the Washoe County Law Library.

The Washoe County Law Library is a separate institution from the Washoe County Library System.

Last Updated: 2008

[www.washoecounty.us/lawlib](http://www.washoecounty.us/lawlib)