

Interlibrary Loan Policy

The Cambrian College Library's interlibrary loan service enables students, faculty and staff from the college community to access books and periodical articles held by other libraries in Canada. The library does not request required textbooks on interlibrary loan.

Request Forms:

To request an interlibrary loan, please fill out an Interlibrary Loan Request Form and bring it to the library during regular library hours. You may also send an ILL request to the library staff via library@briancollege.ca . Before sending your email, check to make sure that the item you are requesting is **not** available at Cambrian College by searching the library catalogue or the library's Periodical Holdings List. Please indicate full information about the item you are requesting (author, title, publisher, date of publication, etc.) along with your name, telephone number and Cambrian ID card number. All of the conditions below apply to requests for interlibrary loans via email.

Fees:

Interlibrary loans are provided free-of-charge to Cambrian College students and staff.

Picking Up Items:

An interlibrary loan can take anywhere from one to ten days to arrive, depending on the location from which it is borrowed. When the item has arrived, you will be notified by email or telephone at your request.

Interlibrary loans may be picked up at the Library Help Desk.

Due Dates:

Interlibrary loans must be returned by the due date displayed on the item. Interlibrary loan items which are overdue are considered to be lost. Borrowers are invoiced for the full replacement cost of the ILL materials as determined by the lending library.