

## Inter-Library Loan (ILL) Request

Do you need a book that the Law Library doesn't own? We can borrow it from another library for you! Only Law Library borrowers may request ILL service.

Submit your request in person to any of our four locations or fax to: (619) 238-7716 or email to: [refdesk@sdlawlibrary.org](mailto:refdesk@sdlawlibrary.org)

**Staff will contact you within 2 business days with the total cost of your request. Payment is due BEFORE we request the item.**

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Your name Library Card # Today's Date

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E-Mail Phone

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Last date you can receive the item (it can take up to 2 weeks to receive the item)	Maximum you are willing to pay (Minimum charge: \$12.00 *) (* Minimum charge is \$6 for Benefit Holders)
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Title

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Author(s)

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Year	Volume	Edition
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ISBN (if known)

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Other info

**LOAN COSTS:**

- ▶ \$7 per item + \$5 shipping (total minimum charges: \$12\*), **PLUS**
- ▶ Lending Library charges for loan requests (can range from \$0-\$50).

**COPY COSTS:**

- ▶ \$15 for copy requests up to 20 pages; \$1.25 per page over 21 pages, **PLUS**
- ▶ Lending Library charges for copy requests (can range from \$0-60).

\* Benefit Holders get half-price loan costs, starting at \$6

**FREQUENTLY ASKED QUESTIONS:**

1. Can anyone ask for an ILL Request?  
No, you must be a Law Library borrower to receive this benefit.
2. Why don't you have an exact fee amount and charge me at the time of the request?  
Our minimum fee for an ILL is \$12 (unless you are a Benefit Holder, then the minimum fee is \$6.). Unfortunately we do not know the fees and shipping costs of the lending library until we go into the ILL system and look at the lending library fees and policies. To avoid charging you multiple times, a staff member will contact you with the total fee and collect payment before we send the request through the ILL system. This is why we ask you for a maximum amount you are willing to pay for the item. We will try to locate a lending library that has fees within your budget.
3. Can I renew the items I borrow from the lending library?  
If the lending library allows this option, then yes, you may. Contact us as soon as possible so we can check with the lending library. There is no guarantee of a renewal.
4. How long does it take to receive items?  
Usually between 1-2 weeks, we try to process your request as soon as possible. We have no control over the lending library and the time it takes them to process and ship the request.
5. What happens if I return the book late?  
If the book is returned late, we charge the late fees that the lending library charges us. You will be required to pay these fees in addition to the initial lending fee.

**FOR LIBRARY USE ONLY:**

Date Received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Note in Millennium: \_\_\_\_\_ (y/n)

Date Received by ILL TM: \_\_\_\_\_ ILL TM's Initials: \_\_\_\_\_

Total Costs: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Date Request Sent: \_\_\_\_\_ Date Received from Lending Library: \_\_\_\_\_

Item Due Date: \_\_\_\_\_ Date Checked out by Patron: \_\_\_\_\_

Renewal Requested: \_\_\_\_\_ (y/n) New Due Date: \_\_\_\_\_

Date Item Returned by Patron: \_\_\_\_\_ Date Item Shipped Back to Lending Library: \_\_\_\_\_