

Interlibrary Loan Service

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Contact Information

Information Desk 518-810-0314
Interlibrary Loan 518-458-9274

William K. Sanford Town Library
629 Albany Shaker Road
Loudonville, New York 12211

Postal Address

Policies

Interlibrary Loan Service (ILL) at William K. Sanford Town Library operates in accordance with national (American Library Association) and local (Capital District Library Council/Upper Hudson Library System) guidelines. Our service extends to residents of the Town of Colonie. Our mission is to locate and acquire articles, books and other library materials in accordance with copyright law that are not available from libraries in the Upper Hudson Library System.

Excluded items

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- Items recently published
- Reference
- Genealogy (reference)
- Local History (reference)
- Rare books
- Books published before 1920
- Manuscripts
- Computer software
- DVD's, computer software

Cost

Many libraries lend for free. We try to borrow from these lenders if possible. Loan fees can range from \$10.00-\$30.00. We pass the lending fees on to patrons. However, we do notify ILL patrons of a transaction charge before an item is ordered.

Transaction Timeline

An ILL transaction usually takes between ten days and two weeks. Items ordered from the Library of Congress usually take longer.

Loan Period

The lending library determines the loan period, usually 3-4 weeks. ILL patrons must either return the borrowed item by the due date or request a renewal.

Renewal Requests

Call the ILL department at Colonie (458-9274) for a renewal 3-4 days prior to the due date.

'On Site Only' Loans

ILL items that have the stipulation "on site only" must be viewed at the library. We store these items behind the Circulation Desk. Patrons must leave their library card in exchange for an ILL item. Microfilm must be used on site.

Searching for an ILL item

1. Check the online catalog for the title of the book or journal.
<http://aquabrowser.uhls.org/>
2. Check the library's online databases for magazine, journal, and article titles
<http://www.colonie.org/library/database.htm#news>
3. Check WorldCat for title and author information. WorldCat also indexes some article titles. <http://www.worldcat.org/>

Direct Access Program (DAP)

The DAP of the Capital District Library Council allows library patrons to borrow directly from participating libraries (over 60 academic, public, law, medical, government, and corporate libraries). DAP cards are available at the Circulation Desk at the Colonie Library.