

Frequently Asked Questions about Interlibrary Loan (ILL)

Who can use ILL?

ILL privileges are available to Fort Worth residents and property owners with a current Library card in good standing. TexShare and temporary cardholders are ineligible to use Fort Worth Public Library's ILL service. Non-resident library cardholders may use ILL services by paying normal Non-resident fees.

How many requests can I have?

There is a maximum limit of 10 active ILL requests per card. If using multiple cards, ILLs must be checked out with the same Fort Worth card used to place the request.

Are there any fees?

Each fulfilled ILL request will cost \$3 per item. If a lending library charges fees to loan their materials, the fees would be in addition to the Fort Worth Public Library's fees. We would proceed only with your pre-approval of the cost.

Why are there fees associated with an ILL request?

The fee will go toward offsetting the cost of operations for the ILL service. The volume of requests by Fort Worth Public Library cardholders is so high that two full-time staff members process the requests. Funding received from the state does not cover the cost of providing the ILL service. The fee was determined after surveying other library systems.

How do I pay for borrowing an ILL item?

For every successfully filled ILL request a \$3 fee will be added to the patron's account. Payment may be made in-person at the time of pickup, or the fee may be paid online.

Fines for items returned overdue still apply.

If an item is lost or damaged, the borrower is responsible for the replacement cost plus any additional processing fees assessed by the lending library. ILL will contact the lending library to determine the amount.

All paperwork and identification stickers included with an ILL must be returned. Fines may be charged if lost or removed.

How long can I keep an item?

Due dates are determined by the lending library and posted on each item. To ensure the longest borrowing time, ILL items should be checked out as quickly as possible after notification of their arrival.

One renewal of 2 weeks may be requested from the lending item if the item is not overdue. If the renewal is not granted by the lending library, you will receive a notification and be asked to return the item as soon as possible.

ILL users or local library staff must contact Interlibrary Loan to submit a renewal request.

How long will it take to get my ILL?

Please allow several weeks (2-6) for processing and mailing.

Where do I pick up and return my ILL?

ILLs will be held at your selected Fort Worth Public Library branch until the due date posted on the item.

ILLs may be checked out from and returned to Fort Worth Public Library locations only.

Still can't get what you need?

ILL requests are considered for purchase for the library collection. You may also make a [Suggestion for Purchase](#) through the Fort Worth Public Library catalog.