

Inter-Library Loan Hints:

- Ask for Inter-library Loans well in advance
- Please ensure that you return the item with the laminated slip attached to the first page of the book.
- If you need a renewal ask at least seven days before the due date.



Melbourne Library Service

City Library
253 Flinders Lane Melbourne 3000
Telephone 9658 9500

East Melbourne Library
122 George Street East Melbourne 3002
Telephone 9658 9600

North Melbourne Library
66 Errol Street North Melbourne 3051
Telephone 03 9658 9700

www.melbourne.vic.gov.au/libraries

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INTER-LIBRARY LOANS



Melbourne Library Service

You are able to request items from other libraries if the items are not held by Melbourne Library Service or Yarra Libraries.

These are known as inter-library loans. We can request books that have not been published in the last twelve months, and journal articles.
We cannot request audio visual items.

Eligibility

You need to be a library member to request an inter-library loan. Members who have overdue or lost inter-library loans on their record, or who have failed to collect previously ordered material, are not permitted to request new inter-library loans until the matter is resolved.

Requests

Inter-library loan request forms are available at each Melbourne Library Service Library, or make a request online from our website. Please provide as full and accurate information as possible. The more information you give, the faster your request can be processed.

Allow for approximately four weeks for supply. Some items may take longer. Indicate on the form if the item is not required after a certain date.

Limits

There is a limit of three inter-library loan requests per member at any one time.

Supply of material

You will need your library card to collect items and will need to pay any charges connected to the inter-library loan.

Charges

There is a basic charge of \$1.65 for any inter-library loan collected from City Library, payable on pickup.

If Melbourne Library Service incurs a direct charge (currently \$13.20) from the lending library, that charge will be passed on to the borrower. This charge also applies to items not picked up.

Melbourne Library Service will endeavour to obtain inter-library loans from libraries which do not charge. You are asked to agree to charges before the item is obtained. You are required to pay for any lost or damaged inter-library loans. The library which owns the item determines these charges.

Loan period

The loan period for inter-library loans is three weeks. Standard overdue charges apply.

Renewals

Renewal of your inter-library loan is dependant on the library that owns the item.

To request a renewal contact Melbourne Library Service no less than seven days before the due date. You may do this online at www.melbourne.vic.gov.au/libraries

We cannot give you an immediate answer as we have to contact the library that owns the item. You will be notified of the outcome.

Return of Material

Inter-library loans need to be returned to Melbourne Library Service by the date that appears on the receipt given to you when you borrow the item. Please ensure that you return the item with the laminated slip attached to the first page of the book.

Copyright

Inter-library loans obtained by Melbourne Library Service are subject to Australian copyright law.