

# Durango Public Library

## Interlibrary Loan Service Guide



### Interlibrary Loan (ILL)

- ◆ This service allows most Durango Public Library cardholders to obtain items that are not owned by the library.
- ◆ **Books, movies, CDs, magazine/journal articles, and sheet music** are all types of items available through ILL.
- ◆ You will be notified if an ILL request cannot be filled.
- ◆ Most ILL items check out for three weeks. DVDs check out for two weeks.
- ◆ ILL items have a band and a barcode attached. **Please leave the band attached to the item!** There is a \$1.00 fee for items returned without the band.
- ◆ **ILL items typically arrive within 1-6 weeks.** When an item is ready for pick up, a notification will be sent to you.
- ◆ The Durango Public Library participates in the Colorado SWIFT interlibrary loan program, in which participating Colorado libraries can borrow from each other.



### SWIFT

The **SWIFT** database offers an easy, accessible online resource that can be used to search for items owned by participating libraries.

To place an online request through **SWIFT**, you must set up an account. This can be done in person at the library or over the phone by calling **970-375-3380**.

If you already have an account, you can access SWIFT by visiting the Library web page:

<https://www.durangogov.org/1120/Request-an-Interlibrary-loan>

- On the Interlibrary Loan page, click on the **SWIFT** icon.
- Click on **Sign In** (top righthand corner of the web page).
- Type your entire library card number (no spaces), last name (in ALL CAPS), and select **Durango Public Library** from the dropdown menu. Click **Login**.
- You are now in the Standard Search format and can perform a basic search by keywords. Make sure the **Current Profile** drop-down menu is set to "ALL LIBRARIES [shared]."

- For a more refined search, click on the **Advanced Search** link (upper left corner of screen).
- In **Advanced Search**, you can search specifically based on material type (book, music CD, video DVD, book on CD, etc.), language, reading level, etc.
- Once a search is complete, find the record that matches your desired item and click on **Get It** (to the right of the item).
- Click on **Request** to complete your online request.



## Policies and Guidelines

- Items currently owned by the Durango Public Library cannot be requested.
- **You may have one active request at a time** (including items currently checked out).
- eBooks and other downloadable materials cannot be requested, due to publishing industry standards beyond our control.
- There are **no renewals** on ILL items.
- Late fees are \$.25 per day.
- Please return ILL items at the Information Desk or in the manual book drops. Please do not use the automated return systems.

## Questions?

Please contact the Interlibrary Loan Department at **970-375-3393** or e-mail us at [dplill@durangogov.org](mailto:dplill@durangogov.org)