

# Request an interlibrary loan

If the Port Moody Public Library does not own a book you are looking for, you can submit an interlibrary loan request and have us borrow it from another library.

Here are the four steps to request an interlibrary loan:

1. Go to the Illume catalogue website. Note: The Illume catalogue is not compatible with Internet Explorer browser. Open with Chrome, Firefox, or Edge.
2. Enter the title in the search box, or select “Advanced” if you want to search by other criteria, such as author, ISBN, and so on.
3. When you find the correct item, click the “Request this item” button.
4. Fill out the form and click submit.

## Request an Interlibrary Loan

### **What are we able to borrow from another library?**

- Books in print only (no eBooks, DVDs or CDs).
- Books published more than 16 months ago.
- Books our library does not own. Search our catalogue first before you submit a request.

### **How many requests can you submit?**

You can have a maximum of eight active requests.

### **How long does an interlibrary loan take?**

It depends on whether the book is on shelf at the other library and how quickly they can send it to us. Unfortunately, there is no way to tell. It can take up to six weeks or longer.

### **How will I know when my interlibrary loan is ready for pick up?**

You will be notified by phone.

### **How long can I borrow an interlibrary loan?**

21 days. You cannot renew an interlibrary loan.