

Check It Out column for week of August 16-22  
By Carly Morales, Circulation Clerk

You're all geared up for lots of reading this summer, but what happens if WCPL doesn't have the book you want to read? Not a problem, Warsaw Community Public Library has your solution! It's called Inter-Library Loan, or ILL.

WCPL belongs to a network of libraries that trade items back and forth, which allows us to have access to a bigger collection of books, audio books, and cd's than we have in our private collection. If you want to check out an item we don't have, you need to come in and fill out an ILL form, or just call the Reference Desk with the information. Make sure you have the title, author, and your library card handy; you'll need this information to make a request.

If we can find a library with that item in Indiana, there is no shipping charge. However, if you request that we search out of state for the item (which obviously increases your chance of getting it, especially if it is a rare book), there is a minimal shipping charge. This is rarely more than 3 dollars, and generally only \$1.50. Normally, it takes about 2 weeks to locate and ship an item. When it gets to WCPL, someone will call you to notify you that it is here. Then you can simply check it out, and return it to us, hassle free!

This is an easy, almost-always-free, service to use, but there are few policies you need to be aware of. First, you can only have 5 ILL items checked out on your card at a given time, and your late fees cannot exceed \$10.00 at the time of your request. We are not able to borrow items that are considered "new," that are published in the last 6 months. Book club member? If you need several copies of a book for a book club, we can get extra copies via ILL.

We order new books constantly, and try to have a good collection of the "best sellers," but if there's a new item you would like that we don't have, just ask for a "Suggestion for Purchase" form to fill out to make us aware of this. If you happen to have a PLAC card, and WCPL isn't your home library, you'll need to submit all ILL requests through your home library.

No excuses now - come to WCPL and read!