

Purchase Suggestion & Interlibrary Loan FAQs



When the library doesn't have the book you want...

Library card holders may wish to fill out an online Purchase Suggestion & Interlibrary Loan request form. When using this form, please submit as much information as possible, including the title and author, as well as your first and last name, library card number, and current contact information. Our site is secure, and this information will help us to process your request more quickly.

Before filling out a form...

Please don't hesitate to ask a librarian for assistance. One of our staff may be able to find something else that fits your needs. If not, we would also be happy to help you fill out a Request for Purchase & Interlibrary Loan form.

How does the Purchase Suggestion & Interlibrary Loan form work?

Generally, when you submit a Purchase Suggestion & Interlibrary Loan form, KRL will first consider your request for purchase for our library system. If cost or other considerations make purchasing the item impractical, we will then try to obtain it through Interlibrary Loan (ILL). We cannot notify you when items are not selected for purchase. If you do not want KRL to try to obtain your request through Interlibrary Loan, you should note that in the notes field on the form. If you specifically wish to obtain material through Interlibrary Loan and do not want the library to purchase it, you may note that on the form as well.

What is Interlibrary Loan?

Interlibrary Loan (ILL) is a service through which KRL obtains books and other materials as loans from other libraries in the United States and Canada, and occasionally throughout the world.

What materials can I get through Interlibrary Loan and how long does it take?

Books, magazine or journal articles, and microfilm are the main items borrowed through Interlibrary Loan. Entertainment DVDs and music CDs are not available for Interlibrary Loan. With some exceptions, most of these items may be obtained through ILL in 2-3 weeks or less. Wait times for Interlibrary Loans will vary depending on availability of the material (including whether it is checked out or is on hold at other libraries), postal or delivery service, and service response time from other library systems.

Genealogical works, new books (within the current calendar year), reference/special collection materials, whole issues of magazines, audiovisual materials (such as non-fiction DVDs and audio books), and microfilm from outside Washington state may be difficult to obtain or may have long wait times. Please be patient when placing requests for these types of materials. KRL will notify you via email or postcard in the event we are unable to obtain your Interlibrary Loan.

Genealogy: When requesting genealogical works, please be aware that many libraries do not lend these materials. If you are looking for specific names or pages, you may wish to include this information in your request. You may also request copies of an index or Table of Contents for use in future requests.

Articles: When placing requests for journal articles, please include detailed information, including journal title, date, volume or number (if available), pages numbers (if available), and article author and title.

Are there fees for Interlibrary Loan?

Interlibrary Loan is a free service for library patrons. However, occasionally, other libraries will charge KRL a processing fee for microfilm or copy requests. In that event, we pass this fee along to you, only after we have obtained your permission via telephone or email for the additional cost.

What are the loan times for Interlibrary Loan?

Loan times and renewals for Interlibrary Loans are set by the lending libraries and will vary. Due dates are noted on the gold book straps on Interlibrary Loan items. You may also check your library account online on KRL's web site for due dates once the material has been checked out to you. When requesting a renewal for an Interlibrary Loan, please leave a message on the Kitsap Regional Library Interlibrary Loan Department voice mail box at (360) 405-9109. This number also appears on the gold book strap on your Interlibrary Loan item. Please do not call the lending library, as they do not keep records for our patrons.

How will I know when my Interlibrary Loan has arrived?

You will receive a notice just as you do when a book you've placed on hold is ready, usually by e-mail. Pick up your material promptly, as loan times may be limited by the lending library. Interlibrary Loan is a courtesy extended from one library to another.

Interlibrary Loans can be costly to replace if lost. Failure to return them promptly can also disrupt service for our other patrons. Therefore, we ask that you show extra care in renewing and returning these materials on time. Please return book straps and paperwork with your Interlibrary Loan items.