



Interlibrary Loan Request

Your Information

First Name

Last Name

Library Card Number

Phone Number or Email Address

Request

Title

Author(s)/Editor(s)

Publisher (if known)

Edition (if a specific one is requested)

ISBN (if known)

Additional notes or comments

I agree to accept all responsibility for all items borrowed.

Signature

Date

Staff Name:

Staff Comments:



Interlibrary Loan Guidelines

We share materials and resources with libraries across the state and the U.S. Kenai Community Library cardholders in good standing may request materials through Interlibrary Loan if the item is not available in the [Alaska Library Catalog](#).

- Books only; items published within the last 12 months are not eligible. Feel free to [suggest a purchase](#) instead.
- The service is free of charge, though some lending libraries may impose a fee (\$5–\$20). If applicable, we will contact you for approval before proceeding.
- Patrons may have up to 3 active ILL requests at a time.
- Most items arrive within 7–21 days, though some may take longer. We will notify you when the item is available or if the request cannot be fulfilled.
- Items must be picked up within 7 business days of notification. Repeated failure to pick up or return ILL items on time may result in loss of ILL privileges.
- Loan periods and renewal options are determined by the lending library.
- Patrons are responsible for any charges incurred due to late returns or damaged materials.
- Please verify item availability in our [catalog](#) before submitting an ILL request. We're happy to help expand your access to library resources.