

Interlibrary Loans

If you need research material CNC Library doesn't have, request it through Interlibrary Loan and we will borrow it from another library for you. Charges may apply:

- **CNC Students:** No charge for book loans or emailed articles
- **CNC Employees:** No charge for college-related loans; \$6 per loan for personal loans; departments may be charged back on loans for specially funded projects
- **Community Users:** \$6 per loan

How to Get an Interlibrary Loan

1. Check CNC Library First

Books or videos: Search our Library Catalogue to see if we have the item you want (library homepage > Classic Catalogue or Discovery Search Box).

Journal articles: Search our Discovery Search Box, or click Journals to search for a journal title. If you can't find the item at CNC, it will be an Interlibrary Loan. Continue with step 2 below.

2. Submit Request using one of these methods:

- Hardcopy form: complete the Interlibrary Loan request form available at the library and give it to staff at the library front desk at your campus, or scan/email it to cnclibrary@cnc.bc.ca.
- Online form: complete and submit the [Interlibrary Loan request form](#) on the "Other Libraries and Interlibrary Loans" section of the CNC Learning Commons (Library) website.
- Many of our online databases: click "Request an Interlibrary Loan" underneath the article if the full text option is not available. A Library Request Form will pop up, fill out your information on the top and click to submit the form.
- BC Union Catalogues: on our Other Libraries and Interlibrary Loans page go to BC Union Catalogues. Enter the title and click Search. On the result list pick a title and click the Request button. When the request form pops up enter: 1. your last and first name, 2. your Student ID# or library card #, 3. your email. Create a password, then click Submit button at bottom of form.

3. Receive Notification & Pick Up Item

We will contact you when your item arrives. Electronic items (e.g. articles) usually take 2-5 business days and are sent to your email. Physical loans (e.g. books) usually take 7-14 business days. Loan items can be picked up at the front desk at your home campus Library during opening hours (or from a campus staff member in some regions). Interlibrary loans are time-sensitive; please pick up materials as soon as possible and follow loan instructions.

4. Return Item

Articles/chapters are yours to keep (no need to return). They will be emailed to you in PDF format.

Books and other physical loans are generally due back in 3 weeks. After that, overdue fines of \$1/day will be charged to your library account. If you need more time, contact Interlibrary Loan staff as soon as possible (cnclibrary@cnc.bc.ca). The lending library may agree to a renewal depending on their policy.