

## Online Catalogues

For a detailed list of libraries throughout Australia or access to individual online library catalogues log on to

<https://nla.gov.au/apps/libraries>

or ask your library to provide you with contacts for other Australian library services.

## Questions

If you have any questions relating to Inter-Library Loans simply contact your local library.

## Inter-Library Loans

## Document Delivery Service

Waverley  
Library

### The Inter Library Loans Service

Any library, no matter how large, cannot expect to satisfy all demands from its own resources.

To obtain material not held locally there is an Australian and worldwide system known as Inter-Library Loans or Document Delivery.

The goal of the Inter-Library Loan Service is to serve the needs of library customers with timely retrieval of items not available locally, as long as they have not been published recently or are not audiovisual material.

### Waverley Library

Ron Lander Centre  
32-48 Denison Street  
Bondi Junction 2022  
Ph: **9083 8711**

[library.waverley.nsw.gov.au/libero/WebOpac.cls](http://library.waverley.nsw.gov.au/libero/WebOpac.cls)  
ILL Renewals Ph: **9083 8716**

## The Inter Library Loan Network

Libraries participating in interlending include

- Public libraries
- Educational institutions
- Special libraries
- State libraries
- National libraries both in Australia and overseas

Many public libraries have subject strengths in one or more subjects, and particular authors.

Depending on the request, the relevant library will be approached.

Commercial suppliers may also be used to meet particular requests if they somehow were not suitable for interlending.

## To request an item

You need to complete a reservation form. It can be handed in at the library or filled in [online](#).

A \$1 reservation fee applies. The details of the item are verified. This includes the spelling of the author's name, title and publisher.

## Do it yourself

- You can find an ILL form online at [http://www.waverley.nsw.gov.au/services/library/reading\\_room/inter\\_library\\_loan\\_request\\_form](http://www.waverley.nsw.gov.au/services/library/reading_room/inter_library_loan_request_form)

- Many public libraries allow you to place a request directly. Whether this is done in person, by phone, or via the internet please provide as much information as possible about the required item, and your name and telephone details, including your membership library card number with our library, a \$1 fee applies.
- A location will be identified and the request placed. It may take more than one attempt to retrieve your item. You are notified when the item arrives and is ready for collection.

## Urgent Loans

If your request is needed urgently your library may offer one of the following service levels.

Additional service charges will apply.

**RUSH.** This guarantees the item or a negative response is sent within 24 hours of receiving the request.

**EXPRESS.** This guarantees the item or a negative response is sent within 2 hours of receiving the request.

## Costs

Many public libraries do not charge each other, but if a charge does apply, the standard cost of an interlibrary loan is:

Table of Fees

CORE\*\* Copy \$19.70; loan \$19.70\*

RUSH Copy \$38.40; loan \$43.50

EXPRESS Copy \$57.10; loan \$62.20

\*Plus delivery charges if applicable.

\*\* The core service level has a response/despatch period from the requested library within 4 working days of the request being received.

These recommended prices have been established to provide participants with predictability of budget in regards to services provided by other participants of the Australian network. They can be changed according to individual library requirements.

All universities except UNSW charge \$19.70 for their CORE loans. All State Libraries except State Library of NSW also charge \$19.70 for CORE loans. We will pass this charge on to you. However, we assure you that all free sources will be approached first.

Recommended delivery prices for copies/scans are for up to 25 pages in the original item. An additional charge of \$4.40 applies for each additional 25 pages copied/scanned or part thereof. Prices should be negotiated for special copying. For example, items that need to be retrieved from storage where costs are incurred by the supplying library, copying / scanning of fragile material or music scores, or for loans of multi-volume sets.

Electronic delivery e.g. email attachment, e-copy upload, etc. no charge

Mail = \$10.10

Express post or equivalent for copies = \$15.20

Express post or equivalent for loans up to 3 kg = \$15.20

Express post or equivalent for loans over 3 kg = Negotiated