

WISCONSIN STATE LAW LIBRARY

Interlibrary Loan Policy

Our staff can borrow materials and request copies from library collections in the United States and worldwide. Library users who have, or are eligible for a library card may submit requests for materials not available at other local area libraries. The library does not place interlibrary loan requests for items already owned. Requested items generally take 1 to 2 weeks to arrive. Some lending libraries may offer rush delivery for an additional fee.

To Place a Request

- Gather any information you have that will help us identify the item you are requesting, such as the citation, title, author, date, etc.
- Contact our Reference Desk or fill out the online request form.
- Provide your name and phone number; bibliographic information such as author, title, edition, volume, year published, etc., any time limitations; and a maximum dollar amount you are willing to pay.

Interlibrary Loan Fees

- There is no fee to make an ILL request. Users will pay lending fees if any are charged by the lending library.
- Lending libraries generally charge \$10 - 15 per volume for loans.
- Copy charges depend upon lending library fees and the length of the requested item.
- Some libraries may not charge a fee for lending and copy services.

Delivery

- Our staff will contact you when the requested materials are available. Materials can be picked up at the State Law Library's Circulation Desk. Milwaukee County Law Library and Dane County Law Library borrowers may pick up requested materials at those libraries.
- Alternative delivery methods are available for an additional fee; please see Fees & Policies.

Requests from Other Libraries

- The Wisconsin State Law Library accepts interlibrary loan requests from other libraries. Requests may be submitted through OCLC or by ALA form, phone, fax, or email.
- A \$15 per volume fee is charged to borrowing libraries for loan of materials. Copy services are also available for a fee. Rush delivery is available for additional charges. Please see Fees & Policies.

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