

NETC Learning Resource Center

National Emergency Training Center

Learning Resource Center

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Interlibrary Loan

Access to many of the items you will find in our online catalog can be accomplished through a process known as interlibrary loan (ILL).

The interlibrary loan process will start with a visit to your public, college, or corporate library. The librarian there will explain the library's policies on ILL. Some libraries may charge you a fee for the service. You will probably also discover that, like our library, most libraries do not loan reference materials, or materials contained in special collections (i.e., historical or rare items, fragile or bulky volumes, reserve titles, etc.) Entire magazine issues are also not available but single articles may be photocopied and sent to a requester. Systematic reproduction of journal articles is prohibited by U.S. Copyright Law, when it is apparent that a single library is being used as a source of substitution for purchasing subscriptions or reprints from publishers. Your library should conform to U.S. Copyright guidelines when obtaining copies of journal articles through an interlibrary loan network.

For any item(s) you wish to borrow on interlibrary loan, you will need to provide your librarian with relevant bibliographic information, including the title(s) and author(s) of the item(s). (Libraries do not request items by "subject".) You can help by providing them with a copy of a print-out from our system, or a photocopy of a title page from a book or report you found in our collection. Your library will then initiate a search for the item(s). In some cases, a library close to you may have the materials. Often, however, due to the unique nature of our collection, we may have the only holding of the item(s). Your library can contact us on the OCLC online network (our symbol is NFP) or by mailing, faxing or emailing us ALA-approved form(s). Each requested item will require an individual OCLC record or ALA form. If your library has any questions, feel free to provide them with our telephone number.

One important thing to keep in mind is that our library has not entered any of the Executive Fire Officer applied research projects into the OCLC database, yet we maintain a complete collection of the individual projects in our library. Most of the papers from FY98 to present are available for download via our online catalog.

We may also own other items that will not appear on the OCLC network. Please encourage your library to call us to verify any possible holdings.

When we have approved your ILL request, the item(s) will be sent to your library, which will in turn loan it/them to you. Return the item(s) to your library so that they can mail it/them back to us. (You may keep any photocopies you receive.) There is a borrowing limit per patron of 10 returnable items at a time.



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