



Interlibrary Loan & Project Bookfind

Before submitting your interlibrary loan request form please check our [online catalog](#), or call the Information Services Center to determine if we have the book or serial you need.

If we own the item(s) you can either pick them up at the location listed in the catalog or place a hold on it by calling (860) 695-6295.

If we do not own the item(s) you need, please read the following guidelines before submitting the [Online Request for Book](#) or [Online Request for Article](#).

Interlibrary Loan Guidelines:

Who can use the Hartford Public Library's interlibrary loan service?

For books, any customer in good standing with a current library card from any Connecticut library and an existing patron record at the Hartford Public Library.

For articles, any customer in good standing who holds an HPL library card.

Are there any restrictions on what can be borrowed?

Yes. Items that may be borrowed include books, articles, and music scores. Items that may not be borrowed include reference books, sound recordings, videos, CDs, DVDs, full magazine issues, microfilm/microfiche and new fiction and non-fiction.

Are there any fees for this service?

Yes. See [HPL Service Fees](#).

How long does it take to receive a request?

Books can take 10-15 work days to arrive. Articles take approximately 10 days for standard orders and up to 25 days for nonstandard orders. You will be notified if your order is nonstandard. Upon receipt of your item we will contact you over the phone. If you want to verify the status of your request you can do so by calling (860) 695-6286.

How long can I keep the book?

The loan period is 3 weeks. There are no renewals for books obtained from other libraries. If you need the book longer than

three weeks you will have to return it and make a re-request for the same book.

Are there any limits to the number of items that can be requested?

Yes. Up to three books per person OR three articles per person can be requested. For Project Bookfind customers will be permitted to have up to three books checked out while submitting a request for three additional titles. The maximum number of items either on loan and/or being processed cannot exceed six. Only upon return of previously borrowed titles, thus reducing the number of items to below six, can another request be submitted for processing.

How can I order the books and articles I want?

Select [Online Request for Book](#) or [Online Request for Article](#). For multiple requests fill one form per item. You may also phone in your request at (860) 695-6295 or stop by the library and place your request in person.

Warning concerning copyright restrictions:

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.