Alaska State Court Law Library
Reference desk (Anchorage) ▪ 907-264-0585
Toll-free within Alaska ▪ 888-282-2082
Reference desk email ▪ library@courts.state.ak.us
Library website ▪ www.courts.alaska.gov

INTERLIBRARY LOAN POLICY

The Anchorage Law Library is able to obtain books and photocopies that are unavailable locally from libraries across the country through interlibrary loan.

Who is Eligible?

Court personnel and Alaska Bar Association members qualify for this free service, provided their requests are work-related. All other requests should be made through the public library.

Procedure

Patrons must complete a ***Request for Information*** form, available at Reference and on the law library website. Completed request forms must be legible and contain a complete citation including author, title, and other relevant information. Requests should also include the source of the citation. Library staff may refuse to accept any request that is incomplete or illegible.

Use of Borrowed Materials

The lending library sets the loan period and any restrictions on the use of materials. Any request for renewal must be placed before the due date.

Time Frame

Most requests for copies arrive within one week. Book requests generally arrive within two weeks, but some may take a month or longer to arrive. The time elapsed between placing a request and receiving the item depends on the location of the lending library and mail service.

Penalties

The library does not charge overdue fines for interlibrary loan materials. However, the cooperative spirit of interlibrary loan will only work if borrowers respect the due dates set by the lending library. Borrowers who willfully fail to return borrowed interlibrary loan materials by the due date will not be eligible for future interlibrary loans of books.