

# Looking for Something We Don't Have?

There are other ways of getting to it.

## Acquisition

Acquisition forms are your way of asking the library to purchase new material, whether magazines, books, or DVD's. There are no prerequisites for filling out an acquisition form, in fact you don't even have to have a library card! However, there are a few standards for what the library will and will not buy:

- Items must be newer than 2 years, unless they are considered to be a classic
- Items must have received at least 3.5 out of 5 stars in customer reviews (such as through Amazon.com)

All users may fill out an acquisition form regardless of fines, though bills will have to be paid before you may check the item out.

Filling out an acquisition form does *NOT* guarantee an item will be purchased, it simply brings it up for consideration. Additionally, items that we do decide to buy may take some time to arrive at the library. We will, however, call you as soon as it becomes available for checkout.

## InterLibrary Loan

Most libraries don't have the space to own every book, but have developed a way of sharing material with each other. InterLibrary Loan items arrive at the Huntsville Library through the mail (meaning it can take anywhere from a few days to several weeks) but are subject to the lender's rules and restrictions.

### Material Not Eligible:

- Items less than 6 months old or on a "Current Best Sellers" list
- Entertainment DVD's
- Music CD's
- Materials already owned by the library, unless they are lost or missing.
- Rare or expensive items

### Users Not Eligible:

- Patrons who have had a card *LESS* than 30 days
- Patrons with unpaid fines on their card, or on a card in their household
- Patrons who have lost or damaged items on multiple occasions
- Patrons with 5 currently active ILL requests

## TexShare Card

If you are an avid Texas-traveler, or if an item you want is part of a special collection which limits ILL requests, you may be able to access those items by visiting another library. A TexShare Card functions as a library card membership to hundreds of libraries across Texas, though it does *NOT* guarantee access to *every* library. Generally you can find out if a library accepts TexShare cards by calling their circulation desk.

All materials checked out with the TexShare Card are subject to the rules of the lending library, and must be picked up and dropped off by the patron.

To be eligible for this card, patrons must be in good standing, with no fines and no excessive losses or damage to materials in their care after having had a Huntsville Public Library card for at least 6-months.

If you have any questions about these policies just inquire at the circulation desk or give us a call at:

936-291-5472