

INTERLIBRARY LOAN

I. PURPOSE

The Warrenville Public Library District offers interlibrary loans to fulfill patron requests for materials that are not viable to add to the collection or not available to purchase. The Library tries to fill requests made by other libraries in the spirit of cooperation and in accordance with ILLINET Interlibrary Loan Code, RAILS Resource Sharing Policy, and the Interlibrary Loan Code for the United States.

II. BORROWING MATERIALS FROM OTHER LIBRARIES THROUGH INTERLIBRARY LOAN

- A. The Warrenville Public Library District will place Interlibrary Loan requests for Warrenville Public Library District registered card holders in good standing only. Patrons who are not residents or cardholders of the Warrenville Public Library District will be asked to request these services through their home library.
- B. Warrenville Public Library District cardholders may request materials through the Item Request form. The Library staff will determine if it is in the best interest of the Library to purchase the materials or borrow from another library. Best sellers, high demand items and materials owned by the library (unless they are missing/damaged/lost) may not be borrowed from another library. The Warrenville Public Library will consider requests for recently-published titles by following guidelines set forth in the *Materials Selection Policy*.
- C. Patrons may submit up to eight item requests in one calendar month. A librarian may further restrict the number of items requested when necessary to ensure equitable and timely service within the constraints of budget and staffing.
- D. The Library cannot guarantee the availability of any material requested. Patrons will be notified if material cannot be obtained.
- E. The Library reserves the right to deny use of the Library's interlibrary loan services if a patron has repeatedly lost or fails to pick up items requested through interlibrary loan.
- F. A \$3 processing/postal fee plus lending library charges will be applied to materials requested from out of state. A fee may also be issued for photocopied material. These fees will be charged to the patron when the materials are received by the Library.
- G. Requests that Library staff determines may violate copyright laws will not be accepted.

- H. Interlibrary loans must be picked up within five days of notification of arrival at the Warrenville Library, unless the library is notified of special circumstances. Patrons will be notified by phone or email.
- I. Due dates and renewal requests:
 - 1. The Library cannot guarantee that a request will be filled by a specific date. If a patron needs an item by a specific date, the Library staff will try to identify a local library that will hold the item for patron pick-up.
 - 2. Due dates are determined by the lending libraries. Decisions regarding the renewal of materials are made by the lending library.
 - 3. It is the responsibility of the patron to notify a Library staff member with the request to renew an item. Renewal of all interlibrary loan items must be requested before the due date to avoid fines.
 - 4. Interlibrary loan overdue charges are 20¢ per day per item with no grace period.
- J. Patron will be assessed for lost and damaged fees as determined by the lending library.

III. INTERLIBRARY LOANS FOR LOCAL BOOK DISCUSSION GROUPS

- A. The Library will request multiple copies of books for local book discussion groups.
- B. Guidelines, procedures and request forms are available at the Library.
- C. Requests are limited to one request per group, per month.

IV. LENDING MATERIALS TO OTHER LIBRARIES

- A. The Library will loan material in a variety of formats, including audio/visual materials, provided the title is not a best seller and/or on a reserve list.
- B. Borrowing libraries may make requests through a variety of methods including the Library's web site.
- C. Materials supplied for Interlibrary Loan will be subject to the due dates normally applied. If requested, the due date may be changed at staff discretion.
- D. Items loaned cannot be renewed if a Warrenville patron or another library has placed a hold on the item.

This policy refers to the following documents which can be found online:

ILLINET Interlibrary Loan Code and ***RAILS Resource Sharing Policy***: www.railslibraries.info/resource-sharing

Interlibrary Loan Code for the United States: www.ala.org/rusa/resources/guidelines/interlibrary