

Flora Public Library Interlibrary Loan Policy

I. Principles

Interlibrary loan is a primary service that supports the mission of the library by providing improved access to library materials and information. The purpose of interlibrary loan is to obtain materials not available in the library and to provide material from the collection to other libraries. The requested materials are delivered to the Flora Public Library for patron use.

With Flora Public Library's Interlibrary Loan service, patrons can access materials from other libraries throughout Illinois and the rest of the country. Requested materials can be delivered or mailed to the library, and can usually be checked out the same as any title in the library's collection. Patrons must hold a valid Flora Public Library card, and be in good standing, in order to take advantage of this service.

The library affirms that interlibrary loan is an adjunct to, not a substitute for, the library's collection. In meeting patron needs, the library will exhaust local resources first, including its own collection, before requesting items on interlibrary loan. Items in frequent or recurring demand will be considered for purchase.

The library will keep its interlibrary loan policy up to date and make it available to users and other libraries upon request.

II. Definition

Interlibrary loan is a transaction in which the Flora Public Library borrows materials directly from another library on behalf of a patron, or another library borrows materials from the Flora Public Library on behalf of its patron.

III. Conditions of Service

The Flora Public Library endorses the principles relating to interlibrary loan included in the ILLINET Code, the ALA Interlibrary Loan Code, the U.S. Copyright Law, and federal and state laws governing confidentiality of records.

IV. Borrowing from Other Libraries

A. Users

This service is offered to all patrons that hold a valid library card from the Flora Public Library, and that are in good standing.

B. Types of Materials Borrowed

Interlibrary loan is an integral element in collection development. Library staff will request materials not owned by the library or missing from the library's collection, or materials owned by the library that are in the process of being repaired and are temporarily unavailable.

Libraries may not always loan all materials, including the following:

- Newly Published Materials
- Old, Rare or Valuable Items
- Reference and Genealogy Works
- Audio/Visual Items
- Entire Issues of Magazines
- Materials in High Demand at Lending Library

C. How To Submit a Request

A patron may place a request at the circulation desk, via email, or over the telephone. Patrons are also able to place holds on the library's Public Access Catalog (PAC). The PAC is the electronic update of the traditional card catalog. Requests for photocopies must include verification of the source of citation and indication of compliance with the U.S. Copyright Law. Patrons should submit complete bibliographic information with all ILL requests.

Library staff will submit requests to the lending library using the appropriate form and verification.

D. Turnaround Time

Service will be provided as quickly and inexpensively as possible. Turnaround time for receiving an ILL item varies depending upon the lending library and the materials requested. Patrons will be notified by telephone or by mail (if the patron does not have a telephone available) when the item has been received.

E. Conditions of Use

The library will strictly observe any conditions for use of loaned materials that are imposed by a lending library.

F. Charges

The library will not charge its patrons a fee for borrowing via interlibrary loan. The exception to this is any charge specified by the lending library, including cost for photocopies, postage, or surcharge. Patrons will be notified about any charges before materials are borrowed.

G. Responsibility

The library will be responsible for materials borrowed on behalf of its patrons, from the time the material arrives at the Flora Public Library until it arrives back at the lending library. The library agrees to pay the lending library for overdue charges, damage, or loss of materials borrowed on interlibrary loan. Patrons that receive ILL materials will be held responsible for any charges incurred while materials are checked out, including fees for overdue materials, loss, or damage.

H. Statistics

The library will maintain records of transactions in order to inform patrons of the status of requests and will annually report activity as required to the Illinois Public Library Annual Report and Illinois State Library. Copies of the Annual Report are available upon request.

V. Lending to Other Libraries

A. Users

This service is offered to other libraries, both outside the Shawnee Library System and out-of-state, that abide by the conditions set forth in section III of this policy.

B. Materials Available

The library endeavors to make available the broadest possible range of materials for interlibrary loan, with the following exceptions:

- Materials limited by licensing agreements (software)
- Materials designated as non-circulating (reference)
- Entire magazines (photocopies may be requested)
- High use or popular materials which are in demand by Flora Public Library patrons
- Equipment, including but not limited to, folding chairs, typewriters, VCRs, and projectors

The library also reserves the right to refuse to lend other materials or to ask a borrowing library to restrict use of materials lent.

C. Format for Requests

Requests to borrow materials from the Flora Public Library are accepted via fax, email, telephone, or mail. Rush requests are accommodated as time and staffing permit. There is a \$5.00 charge for rush requests.

D. Turnaround

The library will provide speedy turnaround on most requests, usually responding within two (2) business days. The borrowing library will be notified by mail, telephone, e-mail or fax if the item is not available.

E. Circulation Period

The circulation period for items lent on interlibrary loan to Shawnee Library System libraries will be the same as that for regular circulation. The circulation period for items lent on interlibrary loan to libraries outside of Shawnee Library System will be the same as that for regular circulation plus one week for delivery. Items are due at the borrowing library on that date and will not be considered overdue at this library for at least two (2) weeks after the due date. No renewals will be granted on Flora Public Library materials.

F. Charges

The Flora Public Library will not charge for lending materials to libraries in Illinois. The exceptions to this are photocopy costs, postage or rush order fees (\$10.00). A lending fee will be charged to out-of-state libraries. This fee will cover packaging materials, postage and handling. Library staff shall determine this fee. The library will charge the borrowing library for materials that are damaged or lost on interlibrary loan. The borrowing library is responsible for materials from the time it arrives at their library until returned to Flora Public Library.