

INTERLIBRARY LOAN (ILL) POLICIES

Interlibrary loan (ILL) is the process by which a library requests items from, or supplies items to another library. Through ILL, patrons can access items from other libraries in Illinois and from outside of Illinois through OCLC. The requested items will be sent to the ICL where the patron may check the item out (or use it in the library, if stipulated by the owning library).

The library affirms that ILL is an adjunct to, not a substitute for, the library's collection. The library will exhaust local resources first, including its own collection and those of libraries in the DuPage Library System (DLS), before requesting items from libraries out of the system. The ICL endorses the Illinois State Library's ILLINET Interlibrary Loan Code.

A. Interlibrary Borrowing

1. Users

This service is offered to all patrons holding a valid ICL card. Patrons' accounts must be in good standing to participate in ILL.

2. Request Submittals

Patrons can place a request by contacting the Adult Services Department in person, by phone, by fax, or by e-mail. When placing a request, a patron will need to provide as much information as possible about the item to be requested, along with their name, phone number, and library card number. Patrons can also place holds on LINC items on their own through the Internet by accessing the library's website.

3. What can be borrowed?

All formats can be requested (e.g., books, audiovisual materials, periodicals, government documents, microfilm, photocopies etc.).

a. Book Club Borrowing

ICL offers a special ILL service for local book clubs. ICL will request multiple copies of books in order to provide book clubs the necessary number of books they need. All requests are handled through the Adult Services

Department. Requests cannot be current best sellers or new books.

4. Fees

Fees are generally not charged for borrowing items from other libraries. If a lender does require a fee to send a request the borrower will be contacted to ask if they agree to pay the fee. If borrower agrees to pay the fee the request will be filled and the borrower will be billed.

5. Notification

When requested items arrive, the patron will be contacted. The patron will have 4 days to pick up the item. If the item is not picked up after 4 days, it will be sent back to the lending library.

6. Loan period

The loan period and renewal options are determined by the owning library. Photocopies may be kept by the requestor. The library will strictly adhere to any conditions for use of loaned materials that are imposed by the owning library (e.g., short loan period, in library use only, no renewals). The interlibrary loan of an item will be limited to one request per patron for the same title every three months with as many renewal requests as the owning library allows.

7. Renewals

Adult Services Staff will renew ILL items for patrons. However, renewals are at the sole discretion of the owning library and can not be guaranteed. Three day notification for item renewal is required before any attempt to renew an item is made.

B. Interlibrary Lending

1. Users

ICL will loan items to all libraries participating in ILL. Illinois libraries may submit requests by mail (ALA form or equivalent required), on-line, fax, OCLC, phone (confirming fax required). Libraries outside of Illinois may submit through OCLC. Items requested by Illinois libraries will be sent via Illinois Library Delivery System (ILDS).

2. What can be borrowed?

The library endeavors to make available the broadest range of items for ILL, with the following exceptions: reference materials, newspapers and new materials. The library also reserves the right to refuse to lend items or to ask a borrowing library to restrict use of items lent.

3. Loan Period

Items will be checked out for four weeks. If an item is not on reserve for another patron, the item may be renewed. There is a limit of one renewal. All ILL items borrowed at ICL must be returned to the ICL.

4. Fees

The ICL does not charge for lending materials.

5. Lost ILL materials

The ICL will assess a fee on a lost item equal to the replacement cost of the item. The borrowing library is responsible for the payment of the fee.

6. Photocopies

Up to 25 pages will be provided, within copyright limits. There are no charges for photocopies.

Board Approved:

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