

## **INTERLIBRARY LOAN (ILL) POLICIES**

Interlibrary Loan (ILL) is a partnership with other libraries. Every attempt will be made to fulfil the requests of Itasca card holders using our collection however if those needs cannot be met, library staff will borrow materials from other libraries. This service is offered to all patrons holding a valid Itasca Community Library card. Patrons' accounts must be in good standing to participate in ILL.

### **Request Submittals**

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. 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. There is a limit of 5 ILL items per card at any given time. Requests from patrons and other libraries will be processed in a timely manner.

### **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 bestsellers or new books.

### **Fees**

ICL does not charge its cardholders or other libraries whom we lend to in Illinois a fee for materials available within Illinois. However, applicable fees may be charged for out-of-state materials borrowed or loaned. The library honors the lending library's conditions of loan and will communicate these conditions to the patron before requesting materials. Fees are charged for photocopies.

### **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.

### **Renewals**

Renewals are at the sole discretion of the owning library and cannot be guaranteed. Three day notification for item renewal is required before any attempt to renew an item is made.

*The library complies with the Interlibrary Loan Guidelines set up by the Reaching Across Illinois Library System (RAILS) Resource Sharing Policy (2013), the ILLINET Interlibrary Loan Code for Illinois (2015), and the American Library Association Interlibrary Loan Code (2001).*

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