

## **Interlibrary Loan Policy**

### **Scope**

This policy sets forth the responsibilities and liabilities incurred by library patrons wishing to use the interlibrary loan service.

### **Authority**

Provisions for the operation of a library may be found in Illinois Compiled Statutes Act 16, et seq. Agreements regulating the practice of interlibrary loan are found in the ILLINET Interlibrary Loan Code and the American Library Association's Interlibrary Loan Code for the United States.

### **Policy**

The library will provide access to library materials known to be available at another library for its patrons and staff.

All types of materials may be borrowed through Interlibrary Loan, with the exception of Video games, Playaway views, e-books, e-audiobooks, eReaders, reference materials and new items (owned less than 6 months).

Interlibrary loan or article reprint request services are available to Indian Trails Public Library District cardholders in good standing. Indian Trails Library staff members may request interlibrary loans or article reprints with a valid card issued by their home library.

An interlibrary loan or article reprint request is initiated at the patron's request. Interlibrary loan or article reprint requests resulting in payment of fees to outside sources are contingent upon the patron's willingness to comply with service agreements.

A service charge of \$1.00 will be due for each article reprint received by the library. This service charge is non-refundable.

Library patrons will reimburse the library for all fees and costs the library incurs in obtaining each interlibrary loan item or article reprint, including but not limited to, lending fees, photo or electronic copying fees, and copyright license fees.

If the interlibrary loan item or article reprint is received by the library and meets the patron's criteria for timeliness (deadline) and accuracy, as stated on the request form, the patron is required to pick up the material. If the material is not picked up within the time limit indicated by the library, the patron will be responsible for all expenses (as above) incurred by the library on their behalf. ILL fees must be paid before the patron can request another interlibrary loan item.

If the library is unable to meet the patron's agreed-upon deadline for the material, or if the interlibrary loan or article reprint request is canceled by the library, there will be no charge to the patron.

Overdue interlibrary loan items are subject to fines as charged by Indian Trails.

Patrons will be liable for lost or damaged interlibrary loan materials. The amount owed will be assessed by the supplying library, and may include charges above item replacement costs.

Interlibrary loans or article reprints for the staff's personal use are subject to the above policy. There are no fees for interlibrary loans or article reprints requested by staff for work purposes.

Interlibrary loans or article reprints requested from Indian Trails by other libraries in the state of Illinois will be free of charge. Indian Trails will charge the same fee that an out of state library charges us for lending an item or article reprint.

Every effort will be made to use the Illinois Library Delivery System within the state of Illinois.

Adopted	January 19, 2002
Revised	April 21, 2004
	October 17, 2006
	November 19, 2008
	March 21, 2012