

INTERLIBRARY LOAN

INF-1
Approved 8/26/2010

Interlibrary loan service of all forms of materials is essential to the vitality of libraries of all types and sizes as a means of greatly expanding the range of materials available to users. Lending between libraries is in the public interest and should be encouraged. On the other hand, interlibrary loans should serve as an adjunct to, not a substitute for, collection development at the local level.

Interlibrary loans are transactions in which library materials, or a copy of material, are made available from one library to another. An interlibrary loan is defined as a transaction in which the material moves from library to library.

This policy covers the loan of non-confidential, non propriety material (in all formats), or copies thereof, which are requested by or loaned by libraries in accordance with that library's interloan policy.

Borrowing Materials from Other Libraries

1. All LLML cardholders in good standing* are eligible to request materials through interlibrary loan (ILL) at a fee of \$3.00 per item except for those materials that are school-related, which shall not incur charges. Additional fees charged by the lending library shall be communicated to the cardholder before the request is made.
2. LLML cardholders patrons may request up to five (5) items through ILL at one time.
3. LLML patrons may have in their possession only five (5) items through ILL items at one time. As ILL items are returned, new requests may be made.
4. ILL requests are communicated through the Request Form located on the library's website or to a library staff member who will fill out the website form. Every effort should be made by the patron to have the correct title and author. Library staff employees should consult online resources together with the patron to assure that the correct information is recorded.

5. LLML patrons will be informed of the arrival of their request by e-mail or telephone as soon as possible.
6. A bookmark with the due date of ILL item will be included with the item as well as verbal instructions.
7. Lost, Late, Damage & Unclaimed Fees
 - A. If the patron does not return the item by its due date, he/she will be contacted by phone and e-mail. If the item is not returned in 7 days from contact, a letter shall be mailed stating the title, author, fine for late return and fee for the item if it has been lost.
 - B. ILL items returned late will be charged at a rate of 50 cents per day, per item. The maximum charge shall equal the lending library's fee for lost items or conform to the lending library's fee for lost items.
 - C. Fees for damage to an ILL item will be assessed by the lending library's policy
 - D. School-related ILL items never claimed will be charged at \$3.00 per item.
8. Confidentiality of ILL requests shall be maintained by revealing the titles of ILL materials only on request of the actual borrower or authorized designate from the cardholder.

Lending of Materials to Other Libraries

1. The Inter-library Loan Clerk is responsible for the processing of requests received from other libraries.
2. LLML will not process requests for books or other items that are on the current bestsellers list, new releases, or reference books.
3. ILL loan periods will be six (6) weeks to allow for transport for all forms of media.
4. LLML will not charge a fee for loan of items to other libraries unless it is returned damaged, late, or is lost. The fee will be 50 cents per day, per

item and not exceed the cost of replacement and a \$5 processing charge.

5. It shall be assumed by LLML that a request from a library for an item will be for a patron in good standing* with that library.

*A "patron in good standing" is one who is current in returning his/her borrowed items and does not owe the library more than \$10 in fines or fees.