

LA GRANGE PARK PUBLIC LIBRARY

INTERLIBRARY LOAN POLICY

DEFINITION:

1. Interlibrary loans are transactions in which library materials are made available from one library to another upon request. An interlibrary loan is defined as a transaction in which the material moves from library to library.

SCOPE:

1. Interlibrary loan services are governed by the Metropolitan Library System (MLS) Interlibrary Loan Policy, the 2008 ILLINET Interlibrary Loan Code, and the Interlibrary Loan Code for the United States, 2001.
2. Any type of material needed for the purposes of study, instruction, information, recreation, or research may be requested from another library.
3. The lending library may decide whether a particular item should or should not be provided, and whether the original or a copy should be sent.
4. On an annual basis, the La Grange Park Public Library, as requested by the State Library, shall complete a statistical report of its interlibrary loan activities. These figures shall be forwarded to the MLS for compilation and reporting to the State.

RESPONSIBILITIES OF LA GRANGE PARK PUBLIC LIBRARY AS A BORROWING LIBRARY:

1. The La Grange Park Public Library complies with the copyright law (Title 17, U.S. Code) and its accompanying guidelines, and shall inform its users of the applicable portions of the law. An indication of compliance shall be provided with all copy requests.
2. La Grange Park Public Library shall utilize its local resources before initiating ILL requests.
3. La Grange Park Public Library and the borrowing patron shall honor the lending library's conditions of loan. As the borrowing library, the La Grange Park Public Library shall convey these conditions to the patron. The borrowing patron is responsible for returning all loans promptly, safety of materials, and all costs of repair or replacement in accordance with the policy of the lending library.

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RESPONSIBILITIES OF LA GRANGE PARK AS A LENDING LIBRARY:

1. La Grange Park Public Library shall implement liberal lending policies with due consideration for the needs of their primary clientele.
2. Requests will be processed within three working days of receipt. Borrowing libraries will be notified if material is unable to be sent.
3. The standard loan period for most interlibrary loan items is four weeks. Reference materials, new books, and audio-visual items may have a shortened loan period
4. A borrowing library is eligible to renew an interlibrary loan item for one loan period, if there are no local holds on the item.

FEES:

1. The La Grange Park Public Library does not charge service fees or delivery fees for the loan of items to other Illinois and LVIS (Libraries Very Interested in Sharing) libraries. However, borrowing libraries may be charged for special delivery handling (i.e., Federal Express delivery), or special services (i.e., 24 hours delivery of item or fax delivery) under special circumstances. These fees will be agreed upon by the two parties prior to shipping.
2. Fees policies shall be reported to the MLS annually for distribution to membership.
3. If an item is reported lost, the borrowing library will be charged the current replacement cost of the item, plus a \$5.00 processing fee per item. Lost periodicals are \$6.00.

PHOTOCOPY SERVICE:

1. The La Grange Park Public Library shall provide photocopy service to Illinois libraries.
2. There will be no charge for photocopies up to 30 exposures.
3. The La Grange Park Public Library will provide rush service (24-hour) provided that the requesting library phones in the request.
4. The La Grange Park Public Library will notify the requesting library if the request cannot be completed.