



## Interlibrary Loan Policy and Procedures

### Overview:

Materials are loaned through Interlibrary Loan, or “ILL”, in both physical and digital format, determined by the needs of the user, the original format of the materials, and the contractual or copyright restrictions that apply to a given resource. The Worth Public Library District, or “Library”, provides an ILL service aligning with the library’s mission statement and its general circulation standards, ethics, and policies.

1. The Worth Public Library District will ILL articles, print, nonprint and digital sourced information/materials for Library staff and local library card holders only.
2. The Library will accept ILL requests from institutions, its current staff, and Worth Public Library cardholders. Requests may come via telephone, e-mail, fax, RAILS or OCLC channels, or written or in person referrals. Appropriate staff will respond to these requests promptly and clearly as soon as possible.
3. The Library will not accept returns of ILL items obviously originating and first processed from other libraries.
4. The Library will always contact vetted and nearest to Worth in-state lending sources before trying to obtain materials from out-of-state sources.
5. The Library will not lend materials outside of continental United States.
6. The Library will **not lend** these materials:
  - Beyond Books Collection
  - Companion Pet Collection
  - Local History Collection
  - Healthy Living Kits
  - Tonies
  - Vox books
  - Puzzles & games
  - Seeds
  - Reference or manual items
  - Newspapers
  - Hotspots

- Technology items
  - Materials designated as “new.”
7. ILL's from *in-state sources* are free to patrons. Patrons will be charged a minimum of \$4.00 covering current vendor shipping and packaging costs for ILL's from out-of-state sources. The patron will be informed of, and agree to, any out-of-state terms and costs prior to such ILL ordering.
  8. The Library cannot give definite dates as to when materials will be sent or received from the lending source. Staff will maintain communications and best practices with lenders and requesting patrons.
  9. Patrons are responsible for pickup of received ILL material within one week after arrival.
  10. Patrons are responsible for following special notations of the loaner----such as “in library use only” or “patrons will be charged {by the loaning institution} for writing in this book.”
  11. The length of time that the patron is able to keep the materials, and any renewal or extension possibilities, is primarily determined by the lending source. Again, staff will communicate with lenders on behalf of the patron.
  12. The loan period for out-of-state OCLC materials is approximately 30 days, with renewals possible for approximately 14 days, or as negotiated on a case-by-case basis.
  13. A Worth Public Library patron's fine free status privileges may not be reciprocally extended by a loaning institution, should its material be missing or returned incomplete or damaged.
  14. The Library does not charge to lend materials; this includes shipping charges.

Adopted: November 13, 2001

Reviewed and approved: July 8, 2008

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