

## **Interlibrary Loan/Access Plus Policy North Liberty Community Library**

**DEFINITION:** Interlibrary loan is the process by which a library requests materials from or supplies materials to another library.

**PURPOSE:** The purpose of interlibrary loan is to obtain, upon patron request, materials not available in the patron's local library.

### **RESPONSIBILITIES OF THE REQUESTING LIBRARY:**

The North Liberty Community Library Staff (NLCL) will process requests in a timely manner.

The NLCL will identify libraries that are able to provide requested material. We will check on policies and procedures for ILL requests from lending libraries prior to sending a request. Examples of material that may fall under special lending policies and procedures are: Audio/Visual material, genealogy material, magazine articles, reference material, etc. The library director, assistant director or Assistant Adult Services Librarian will make decisions about these materials on a case-by-case basis. Primary responsibility for all authorized charges imposed by the lending library is the patron's, with secondary responsibility falling to the NLCL. Patrons will generally bear the charge for any material stipulated by the State Library of Iowa except under special circumstances that will be cleared with library administration.

Requests for material not found at any location on SILO (State of Iowa Libraries On-Line) will be processed through the East Central Library Services Area.

The NLCL Staff will put requests in standard form in accordance with standard protocols of the electronic network or transmission form used.

The NLCL Staff will ensure compliance with U.S. copyright laws and accompanying guidelines. Copyright compliance must be determined for each copy request before it is transmitted and a copyright compliance statement must be included on each copy request. Copyright files should be maintained as directed in the standard guidelines of the Library of Congress and Copyright Clearance Center.

The patron, in conjunction with the NLCL, is ultimately responsible for borrowed material, from the time it leaves the lending library until the time it is returned to the lending library. If damage or loss is incurred, the NLCL is responsible for compensation or replacement, in accordance with the preference of the lending library.

The NLCL Staff is responsible for honoring due dates and enforcing ALL restrictions specified by the lending library.

The NLCL Staff will request a renewal before the material is due when requested by the patron. If the lending library agrees, the renewal will be granted for the same length of time as the original loan.

NLCL patrons may ask for a renewal of interlibrary loan material that may or may not be granted. If request is not granted and material becomes overdue, a fine will be assessed to the NLCL patron until ILL material is returned. ILL material WILL NOT BE eligible for Food for Fines. If the lending library charges more for fines than the NLCL, that rate will be charged to the patron.

The NLCL Staff will make every effort to return material by the date due and respond immediately if the material has been recalled by the lending library.

The NLCL Staff will package materials to prevent damage in shipping and comply with any special instructions by the lending library.

The NLCL Staff is responsible for following the provisions of this policy. Continued disregard for any provisions may be reason for suspension of the NLCL's patron's borrowing privileges by the lending library.

### **RESPONSIBILITIES OF THE LENDING LIBRARY USUALLY INCLUDE:**

To establish and maintain an interlibrary loan policy, make it available in paper and/or electronic format and provide this policy upon request.

To process a request within a reasonable time.

To include a copy of the original request or information sufficient to identify the original request.

To state any conditions and/or restrictions on the use of the material lent, and specify any return packaging or shipping requirements.

To package material to prevent damage during shipping.

To notify the NLCL Staff promptly when unable to fill a request.

To promptly reply to requests for renewal. If the lending library agrees the renewal will be granted for the same length of time as the original request.

To recall materials at any time.

To suspend service to the NLCL if the latter fails to comply with the provisions of this policy.

To make clear to the NLCL Staff any formal or informal interlibrary loan guidelines that the lending libraries are following.

**Written March, 1998**

**Reviewed and Revised September 1999**

**Reviewed and Revised September 2000**

**Reviewed September 2001**

**Reviewed August 19, 2002**

**Reviewed June 2004**

**Reviewed and Revised January 2006**

**Reviewed January 2007**

**Reviewed and Revised September 2009**

**Reviewed: August 2010**