

## 214 INTERLIBRARY LOAN POLICY

### I. PURPOSE

Interlibrary Loan (ILL) is a method of resource sharing in which library materials are made available from one library to another where libraries are not under the same administration. The purpose of this policy is to define the parameters within which Interlibrary Loan service is provided to Naperville cardholders and extended to U.S. libraries which ask to borrow Naperville Public Library materials on behalf of their patrons.

### II. SCOPE

As a member of ILLINET (Illinois Library and Information Network) and of OCLC (Online Computer Library Center), the Naperville Public Library follows both the current ILL code for the U.S., adopted by the American Library Association, and the current ILLINET ILL code, adopted by the Illinois State Library. This policy pertains to all lending and borrowing activities conducted by the ILL staff of the Naperville Public Library.

### III. PROVISIONS

#### A. Materials Borrowed From Other Libraries

1. Materials available for request from other libraries include single books, microforms, copies of periodical articles, photocopies of one to 50 pages from a reference book, as permitted by copyright provisions for such materials, , or printouts from an electronic database provided that these items are not owned by the Naperville Public Library or are not currently in circulation. Staff will request single copies of books scheduled to be read by Naperville Public Library sponsored book discussion groups in the event that these titles have hold lists.
2. Staff will not request: audiovisual materials, items cataloged as reference material, downloadable items, entire periodicals, materials with prohibitive replacement costs, items that are on order, or board books. Books owned by the Naperville Public Library will not be requested unless these items are not currently in circulation.

#### B. Materials Loaned to Other Libraries.

1. Materials available for loan to other libraries include single books, photocopies of periodical articles, printout copies from microfilm, photocopies of one to 50 pages from a reference book, as permitted

by copyright provisions for such materials, and printouts from an electronic database.

2. Materials not available for loans include audiovisual materials, downloadable materials, actual microfilm, items cataloged as reference materials, entire periodicals, materials with prohibitive replacement costs, or board books

#### C. Loan Period

1. The circulation period for Interlibrary Loan materials is based on the loan period extended by the lending library not to exceed four weeks. This loan period pertains to both items loaned and items borrowed. Items borrowed for Naperville Public Library patrons may not be renewed.

#### D. Limits and Fees

1. There is no overall limit on the number of ILL requests that any one patron may submit, but depending on the overall workload of the ILL department, at any given time, a limit of processing five ILL requests per patron per week may be imposed. Items requested by an individual patron will be processed in the order received.
2. Materials will be borrowed from and loaned to libraries in the Continental United States. When borrowing, materials are always requested first from lenders who provide the materials at no cost. When a free source is not located, patrons are charged a \$5.00 shipping fee in addition to fees specified by the lending library. Permission will be obtained from the patron before the request for any item with an associated fee is submitted.

#### E. Patron Responsibilities and Rights

1. In order to be eligible to borrow an item through the Interlibrary Loan process, a patron must have a valid Naperville Public Library card.
2. Overdue Materials
  - a. Patrons are to return borrowed items by the due date which is found on the band on each item. Patrons returning borrowed items after the due date will be assessed a fine of \$1.00 per day per item.
  - b. The maximum fine due shall be the value of the item plus any applicable fees, as determined by the lending library.

3. Patrons are expected to return items in the same condition as received. Patrons may be billed an amount named by the lending library if materials are returned damaged or if the item is lost. Patron purchased replacement items will not be accepted. If an item that has been reported lost is returned by a Naperville Public Library patron, the lending library will determine if a refund will be issued.
4. If an item loaned to another library is reported lost, staff will charge the replacement value of the item to the borrowing library. If an item reported lost is found by the borrower within sixty days after payment, upon return of the material in good condition to the staff, a full refund will be made to the borrower.
5. Patrons are to pick up materials obtained through Interlibrary Loan before the due date. Patrons will be assessed a \$5.00 charge for each borrowed Interlibrary Loan item they do not pick up before the due date.
6. Interlibrary Loan requests may be cancelled by Interlibrary Loan staff at a patron's request before the request has been shipped by the lender. If a patron wishes to cancel a request for a no-cost item after it has been shipped there will be a \$5.00 charge for each cancelled request. If a patron wishes to cancel a request for an item requiring a fee or shipping charge after the item has been shipped by the lender, the patron will be responsible for the total cost of the fee and/or shipping.
7. All paperwork that is with ILL materials at checkout must be returned with the item. Patrons will be assessed a \$1.00 charge for each borrowed ILL item that is returned without this paperwork.
8. Non-resident library staff must use their home library, not their NPL staff card, for personal ILL borrowing requests.