



INTERLIBRARY LOAN

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 Lemont Public Library District offers ILL services to provide patron access to library resources that are not available in our library. The Lemont Public Library District 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 staff of the Lemont Public Library District.

The Library Director has discretion in determining what use is “in the best interest of the library” and is authorized to act accordingly, including limiting the use of circulating items by individuals whose activities interfere with Library operations, adversely affect public safety, or cause public disturbances. The Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate.

ELIGIBLE USERS

ILL is a service available to patrons in good standing with a library card from the Lemont Public Library District.

Non-Lemont Public Library District card holders must go to their home library for ILL services.

TYPICAL TIME FOR FULFILLMENT

The ILL process can take several weeks for materials to arrive. Materials that are being borrowed from outside Illinois take longer to arrive. The library cannot guarantee the availability of materials or how quickly they may arrive.

COST

When borrowing, materials are requested first from lenders who provide the materials at no cost. When a free source is not located, customers are charged a \$5.00 shipping fee in addition to any fees specified by the lending library. Permission will be obtained from the customer before the request for any item with an associated fee is submitted.

LIMITATIONS

Some materials and formats may not be available to request or loan via ILL including but not limited to:

- items cataloged as new
- reference material

- downloadable items
- entire periodicals
- materials with prohibitive replacement costs
- items that are on order by any Pinnacle Library unless they are lost or missing

ILL staff will attempt to borrow requested materials available at libraries located within the United States or Canada.

Supplying libraries may choose to place limits on their items such as in-library use or no photocopying.

NUMBER OF REQUESTS ALLOWED PER PERSON

Each cardholder is limited to 5 requests a day. The maximum number of active requests at any one time is 35.

CANCELLATION OF REQUESTS

Interlibrary Loan requests may be cancelled by Interlibrary Loan staff at a customer's request before the request has been shipped by the lender. A request cannot be cancelled after it has been shipped by the lender.

PATRON RESPONSIBILITIES

The label or paperwork that accompany Interlibrary Loan material must be returned with the item. The cardholder may be charged for the material or for overdue fines if the paperwork is not with the item.

Material must be picked up and returned to Lemont Public Library District and its book drops but not to any other library. Overdue fines may be charged if material is returned to another library.

Materials borrowed through Interlibrary Loan must be picked up within five days of notification. If materials are not picked up on a regular basis, Interlibrary Loan privileges may be suspended.

If a patron regularly does not return Interlibrary Loan materials on their due dates or otherwise abuses this Interlibrary Loan Policy, Interlibrary Loan privileges may be suspended.

NOTIFICATION METHODS

If there are any questions about a request, ILL staff will attempt to contact the cardholder according to the information in the cardholder's library account.

When Interlibrary Loan materials arrive, the cardholder will be notified according to the information in the cardholder's library account.

LOAN PERIOD & RENEWALS

The loan period for ILL materials loaned by the Lemont Public Library District is based the set loan periods for the District. Typically loan periods are seven days for feature movies and three weeks for other items. ILL items do count toward any limits established for cardholders. ILLs materials borrowed by the Lemont Public Library District are subject to the lending library.

The lending library may impose restrictions on loans that may include using the material in our library only or not allowing photocopying.

Renewals of Interlibrary Loan materials are permitted on the condition that the lending library approves the renewal. Renewals can only be requested by Interlibrary Loan staff before the due date. There is no guarantee that the lending library will allow a renewal. Overdue items will not be renewed.

BILLED, LOST AND DAMAGED ITEMS

Material that is not returned, is lost, or is damaged will result in lost/missing fees. These fees are determined by the owning library. Replacement copies will not be accepted; the cardholder will pay for the replacement of the material.

No refunds are available for Interlibrary Loan materials.

FAILURE TO COMPLY

Lemont Public Library District staff reserves the right to invalidate a library account and to grant temporary extensions of account privileges in appropriate circumstances.

DAMAGES AND LIABILITY

Any individual shall be held responsible for willful or accidental damage to Interlibrary Loan materials caused by the individual and/or when checked out to their account or accounts for which they are responsible.

Reviewed and approved by the Library Board of Trustees: June 26, 2024