

## Interlibrary Loan

### **Section 1:** Scope

This policy sets forth the responsibilities and liabilities incurred by library members wishing to use the interlibrary loan service.

### **Section 2:** Authority

Provisions for the operation of a library may be found in Illinois Compiled Statutes Act 16, et seq. Agreements regulating the practice of interlibrary loan are found in the ILLINET Interlibrary Loan Code and the American Library Association's Interlibrary Loan Code for the United States.

### **Section 3:** Policy

The library will provide access to library materials known to be available at another library for its members and staff.

All types of materials may be borrowed through interlibrary loan, with the exception of video games, e-books, e-audiobooks, eReaders, mobile wi-fi devices, Juvenile Kits, Launch Pad on the Go kits, reference materials, realia and new items (owned less than 6 months).

Interlibrary loan or article reprint request services are available to Indian Trails Public Library District cardholders and staff whose accounts are in good standing.

An interlibrary loan or article reprint request is initiated at the member's request. Interlibrary loan or article reprint requests resulting in payment of fees to outside sources are contingent upon the member's willingness to comply with service agreements.

Library members will reimburse the library for all fees and costs the library incurs in obtaining each interlibrary loan item or article reprint, including but not limited to, lending fees, photo or electronic copying fees, and copyright license fees.

If the interlibrary loan item or article reprint is received by the library and meets the member's criteria for timeliness (deadline) and accuracy, as stated on the request form, the member is required to pick up the material. If the material is not picked up within the time limit indicated by the library, the member will be responsible for all expenses (as above) incurred by the library on their behalf. ILL fees must be paid before the member can request another interlibrary loan item.

If the library is unable to meet the member's agreed-upon deadline for the material, or if the interlibrary loan or article reprint request is canceled by the library, there will be no charge to the member.

Overdue interlibrary loan items are subject to fines as charged by Indian Trails.

Members will be liable for lost or damaged interlibrary loan materials. Once the invoice has been paid on overdue material to the lending library the payment is final and nonrefundable and material will no longer

be accepted by Indian Trails. The amount owed will be assessed by the supplying library, and may include charges above item replacement costs.

Interlibrary loans or article reprints for the staff's personal use are subject to the above policy. There are no fees for interlibrary loans or article reprints requested by staff for work purposes.

Interlibrary loans or article reprints requested from Indian Trails by other libraries in the state of Illinois will be free of charge. Indian Trails will charge the same fee that an out of state library charges us for lending an item or article reprint.

Every effort will be made to use the Illinois Library Delivery System within the state of Illinois.