

**Section II: Service Policies**

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TITLE: Interlibrary Loan Policy

DATE ADOPTED: **August 13, 2007** Revised: **June 2014**

Resource sharing by interlibrary loan is an effective means for each library to broaden its holdings. Interlibrary loan (ILL) items are those borrowed from another library or sent to another library. ILL defines a process and a product.

As a member of the Cooperative Computer Services (CCS) Interlibrary Loan Group, Lake Villa District Library (LVDL) adheres to the policies and procedures outlined by that group. LVDL also follows the protocols for member libraries established by the Reaching Across Illinois System (RAILS). It is a requirement for membership in RAILS that member libraries *honor the Illinet Interlibrary Loan Code*. The Illinet Interlibrary Loan Code is based on the American Library Association National Interlibrary Loan Code. LVDL also adheres to the interlibrary loan policies established by WorldCat.

LVDL will attempt to obtain every request a patron submits. However if we are unable to obtain the item the hold will be cancelled and the patron will be notified.

**GENERAL POLICIES--BORROWING**

Patron requests are first searched via CCS, our database consortium. When a title is not available through CCS a request will be made through the WorldCat.

All WorldCat requests need to include patron name (last name, first name), library card number, phone number as well as bibliographic information including format, title, author, publication date, and WorldCat number. Patrons may place their own requests via WorldCat.

- Patrons must have their valid LVDL card to request ILL services.
- There is a limit of 100 active hold requests of which 25 may be from non-CCS sources for each LVDL patron.
- The ILL staff will make a determination as to the most cost effective manner of obtaining the material.
- LVDL will absorb the cost of up to \$50 in obtaining ILL materials per patron per fiscal year. The ILL staff will contact the patron to give them the option to pay for the charges above the stated limit. The charge must be paid prior to checking out the item.
- LVDL staff will make a determination as to the most cost effective method of obtaining the material.
- Lake Villa District Library's patrons will be able to request up to 10 copies of a readily

available title in CCS for a local book discussion. Titles will be checked out to the requesting patron for up to 6 weeks.

- Patrons are notified when their requested item arrives. An item is held for a patron for one week. If a patron cannot be reached by phone or email a notice will be mailed.
- All items are expected to be returned by the due date.
- All specially marked items need to be returned to LVDL.
- Items borrowed through ILL are subject to LVDL lending policies. Patrons with overdue WorldCat materials will have a temporary stop placed on their card.
- Lake Villa District Library does not accept replacement materials in lieu of payment.
- Patrons are asked to return materials in the same condition as when received. Patrons are responsible for all damaged or lost charges. No refunds will be given.
- Items borrowed from a CCS library, may be renewed according to LVDL's Circulation policy. Interlibrary Loan items are fined at the rate of \$.10 per day up to a maximum of \$5.00 for each book, CD and audiobook and \$1.00 per day up to a maximum of \$5.00 for each movie.
- Patrons with overdue WorldCat materials will have their library card barred when the item is 14 days overdue.
- Non-CCS renewals follow the lending library guidelines and may be eligible for one renewal.

## **GUIDELINES**

- LVDL does not request or lend audio visual materials outside of Illinois.
- LVDL does not request materials outside of the Continental U.S.
- Patrons should be made aware of the limited availability of certain types of materials such as new materials, games, genealogy items, and selected formats.
- LVDL does not request the most recent edition of any textbook.
- LVDL will pay for lost ILL materials from Non-CCS libraries if billed within one year of the due date.
- Interlibrary Loan issues on items borrowed through CCS are between the borrowing library and the patron.

## **GENERAL POLICIES—LENDING**

Requests will be accepted through the CCS database, WorldCat, fax, phone, mail and email. Lake Villa District Library will lend materials throughout the continental United States at no charge to the borrowing library.

- LVDL reserves the right to deny any ILL request for materials.
- Materials designated as NEW or "on order" are not available for ILL.
- LVDL will bill for damaged or lost materials. We will invoice the borrowing library. Lake Villa District Library does not give refunds on Interlibrary Loan materials. Processing fees will be added to the replacement cost however fines will be waived.
- Patrons of CCS members should place holds on LVDL materials thru the CCS database. Patrons of non-CCS member libraries should request materials through their

home library.

- Lake Villa District Library reserves the right to suspend borrowing privileges to any library that has outstanding materials that are six months overdue.
- LVDL Circulation Policies apply.

## **JOURNAL ARTICLES**

The Lake Villa District Library will follow the National Commission on New Technological Uses of Copyrighted Works (CONTU) Guideline when obtaining journal articles.

- The copy will become the property of the patron.
- The Library should have no notice that the copy will be used for a purpose other than private study, scholarship or research.
- The library will obtain up to five article titles per patron per journal title.