

I. PURPOSE

The Warrenville Public Library District offers interlibrary loans to fulfill member requests for materials that are not viable to add to the collection or not available to purchase. The Library tries to fill requests made by other libraries in the spirit of cooperation and in accordance with ILLINET Interlibrary Loan Code, RAILS Resource Sharing Policy, and the Interlibrary Loan Code for the United States.

II. BORROWING MATERIALS FROM OTHER LIBRARIES THROUGH INTERLIBRARY LOAN

- A. The Warrenville Public Library District will place Interlibrary Loan requests for Warrenville Public Library District members (WPLD cardholders in good standing) only. Individuals who are not residents or cardholders of the Warrenville Public Library District will be asked to request these services through their home library.
- B. Warrenville Public Library District members may request materials through the Item Request form. The Library staff will determine if it is in the best interest of the Library to purchase the materials or borrow from another library. Best sellers, high demand items and materials owned by the library (unless they are missing/damaged/lost) may not be borrowed from another library. The Warrenville Public Library will consider requests for recently-published titles by following guidelines set forth in the *Materials Selection Policy*.
- C. Members may submit up to eight item requests in one calendar month. A librarian may further restrict the number of items requested when necessary to ensure equitable and timely service within the constraints of budget and staffing.
- D. The Library cannot guarantee the availability of any material requested. Members will be notified if material cannot be obtained.
- E. The Library reserves the right to deny use of the Library's interlibrary loan services if a member has repeatedly lost or fails to pick up items requested through interlibrary loan.
- F. A \$3 processing/postal fee plus lending library charges will be applied to materials requested from out of state. A fee may also be issued for photocopied material. These fees will be charged to the member when the materials are received by the Library.
- G. Requests that Library staff determines may violate copyright laws will not be accepted.

H. Interlibrary loans must be picked up within 7 days of notification of arrival at the Warrenville Library, unless the library is notified of special circumstances. Members will be notified by phone or email.

I. Due dates and renewal requests:

1. The Library cannot guarantee that a request will be filled by a specific date. If a member needs an item by a specific date, the Library staff will try to identify a local library that will hold the item for pick-up.
2. Due dates are determined by the lending libraries. Decisions regarding the renewal of materials are made by the lending library.
3. Depending on the lending library's policies, Interlibrary Loans may only be renewed once. Renewals must be requested by the member before the item is due. Interlibrary Loan items that are 42 days overdue may not be renewed.

J. Lost and damaged fees are determined by the lending library and assessed to the member.

III. INTERLIBRARY LOANS FOR LOCAL BOOK DISCUSSION GROUPS

- A. The Library will request multiple copies of books for local book discussion groups.
- B. Guidelines, procedures and request forms are available at the Library.
- C. Requests are limited to one request per group, per month.

IV. LENDING MATERIALS TO OTHER LIBRARIES

- A. The Library will loan material in a variety of formats, including audio/visual materials, provided the title is not a best seller and/or on a reserve list.
- B. Borrowing libraries may make requests through a variety of methods including the Library's web site.
- C. Materials supplied for Interlibrary Loan will be subject to the due dates normally applied. If requested, the due date may be changed at staff discretion.
- D. Items loaned cannot be renewed if a Warrenville patron or another library has placed a hold on the item.

This policy refers to the following documents which can be found online:

ILLINET Interlibrary Loan Code

RAILS Resource Sharing Plan

Interlibrary Loan Code for the United States

Policy Revision Log

Approved June 20, 2020, Effective July 1, 2020

Revised June 18, 2014, Effective September 8, 2014

Revised April 17, 2013

Revised September 16, 2009

Approved January 18, 2006