

## INTERLIBRARY LOAN (ILL) POLICY

Adopted by the Hinckley Public Library District Board of Trustees  
August 12, 2013. Revised February 11, 2019.

Interlibrary loan (ILL) is the process by which a library requests items from, or supplies items to another library. Through ILL, patrons can access items from other libraries in Illinois and from outside of Illinois through OCLC. The requested items will be sent to the Hinckley Public Library District (HPLD) where the patron may check the item out (or use it in the library, if stipulated by the owning library). The library affirms that ILL is an adjunct to, not a substitute for, the library's collection. The library will exhaust local resources first, including its own collection and those of libraries in the PrairieCat consortium, before requesting items from libraries outside of the system. HPLD endorses the Illinois State Library's ILLINET Interlibrary Loan Code.

### A. Interlibrary Borrowing

#### 1. Users

This service is offered to all patrons holding a valid HPLD card. Patrons' accounts must be in good standing to participate in ILL.

#### 2. Request Submittals

Patrons can place holds on PrairieCat and Find More Illinois items online by accessing the library's website. Patrons may contact the library to request items from any system.

#### 3. What can be borrowed?

All formats can be requested (e.g., books, audiovisual materials, periodicals, government documents, microfilm, photocopies, etc.).

#### 4. Fees

Fees are generally not charged for borrowing items from other libraries. However, patrons requesting DVDs from other libraries will be charged \$1.00 per DVD. Effort will be made to fill requests in Illinois libraries. Requests that can only be filled by libraries outside of Illinois may require shipping fees. The patron will be contacted to determine if they are willing to pay the fee before the request is submitted.

#### 5. Notification

When requested items arrive, the patron will be contacted. The patron will have 6 days to pick up the item. If the item is not picked up after 6 days, it will be sent back to the lending library and a fee of \$1.00 will be charged to the patron's account.

#### 6. Loan period

The loan period and renewal options are determined by PrairieCat policy and the owning library. Photocopies may be kept by the requestor. The library will strictly adhere

to any conditions for use of loaned materials that are imposed by the owning library (e.g., short loan period, in library use only, no renewals).

#### 7. Renewals

Library staff will attempt to renew ILL items for patrons. However, renewals are at the sole discretion of the owning library and cannot be guaranteed.

### B. Interlibrary Lending

#### 1. Users

HPLD will loan items to all libraries participating in ILL. Items requested by Illinois libraries will be sent via Illinois Library Delivery System (ILDS). Items requested outside of Illinois will be shipped via USPS library rate.

#### 2. What can be borrowed?

The library endeavors to make available the broadest range of items for ILL, with the following exceptions: reference materials and new (within 15 weeks) materials. The library also reserves the right to refuse to lend items or to ask a borrowing library to restrict use of items.

#### 3. Loan Period

Items requested by out-of-system libraries will be checked out for four weeks. Items requested by PrairieCat libraries will be checked out according to PrairieCat policy. If an item is not on reserve for another patron, the item may be renewed. There is a limit of three renewals.

#### 4. Fees

HPLD does not charge for lending materials to Illinois libraries. Out-of-state libraries will be required to pay for return postage.

#### 5. Lost ILL materials

HPLD will assess a fee on a lost item equal to the replacement cost of the item plus a \$7.50 processing charge. PrairieCat patrons are responsible for any lost item charges. For systems outside of PrairieCat, the borrowing library is responsible for the payment of the fee.

#### 6. Photocopies

Up to 25 pages will be provided, within copyright limits. There are no charges for photocopies.