

# **IDA GROVE PUBLIC LIBRARY**

## **Interlibrary Loan Policy**

### **Policy**

The Ida Grove Public Library recognizes that the cooperative sharing of resources enables libraries to better serve the informational needs of local users. Therefore, the library requests materials from, and supplies materials to, other libraries in the state through the State of Iowa Libraries Online (SILO) Interlibrary Loan (ILL) program. Interlibrary Loans are also requested from and made to libraries outside of the state of Iowa through the Online Computer Library Catalog (OCLC).

### **Policy Statements**

- Items that are not owned by, and cannot be acquired for, the Ida Grove Public Library's collection may be requested through the Interlibrary Loan (ILL) service.
- Interlibrary Loan service is available for general, individual use. ILL requested to support the instructional and academic programs of local schools or colleges will be considered on a case by case basis and additional fees may apply to cover postage costs of multiple items.
- Individuals wishing to utilize the ILL services must be current, registered borrowers in good standing with the Ida Grove Public Library.
- ILL requests will not be processed for borrowers whose loan privileges are suspended due to expired registrations, overdue library materials, or the accrual of unpaid fines and/or fees.
- The library reserves the right to limit or deny ILL service when circumstances regarding user status warrant such restrictions.

### **Interlibrary Loan Borrowing**

Items not available at the Ida Grove Public Library may be requested through ILL services. ILL service users must readily adhere to and comply with all conditions and terms as follows:

- A maximum of three (3) items may be requested or borrowed at any given time.
- Only one copy of a specific title may be requested at any given time.
- All fees assessed by the lending library are the responsibility of the patron. Fees assessed by the lending library may include, but are not limited to: deposits on materials loaned (valuable or rare items), postage fees, overdue fines, and replacement costs for lost or damaged items.
- ILL material(s) will be returned to the lending library if not checked out within seven (7) days of notification. Refunds of postage or other library assessed fees are not refundable if the item was received by the borrowing library and not picked up by the requesting individual.
- ILL item identification labels should not be removed from any item.
- Circulation restrictions imposed by the lending library apply to all ILL materials.
- ILL loan periods are set by the lending library and patrons will be notified of the due date at the time of checkout. All items are due to the Ida Grove Library four (4) business days before the due date set by the lending library. All loan periods begin on the date the item is received by the borrowing library.
- Renewal of ILL materials must be requested by the borrower at least five (5) days before the due date to provide the lending library sufficient time to either approve or deny the renewal.
- Borrowed material is subject to recall by the lending library and immediate return is expected.

### **Interlibrary Loan Lending**

The Ida Grove Public Library will loan materials through Interlibrary Loan to participating libraries

when materials are available. The following applies to all loans of materials made by the Ida Grove Public Library:

- Materials loaned through Interlibrary Loan will be loaned for four (4) weeks.
- Renewal of materials may be requested by borrowing libraries. Approval of renewal is dependent upon the popularity of the material and any reserves or holds currently placed on the item.
- The Ida Grove Public Library, along with most other libraries, will not lend books published within the last six (6) months, computer software, audio/video formats, reference volumes, materials housed in special collections (i.e. rare, archival, local history, genealogy), and fragile or bulky items.