

## **Interlibrary Loan Policy**

### **Definition**

Interlibrary loans are transactions in which library materials are made available from one library to another, and in which the material moves from library to library. Through interlibrary loan, patrons can access materials from other libraries in Illinois and from other national and international OCLC participating libraries. The requested material will be sent to the Chicago Ridge Public Library where the patron may check the item out or use it in the library.

The library affirms that interlibrary loan 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 SWAN and the RAILS Library System, before requesting items from libraries out of the system. The Chicago Ridge Public Library endorses the Illinois State Library's ILLINET Interlibrary Loan Code.

### **Availability of Service**

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

### **Borrowing**

Patrons may place an interlibrary loan hold request through the library catalog or by contacting the library in person, by phone, by fax, or by email. When placing a request, a patron will need to provide as much information as possible about the items to be requested along with their library card. All formats of materials may be requested via interlibrary loan. The length of the loan is determined by the lending library, and renewal may be provided at the discretion of the lender. Patrons may also place an interlibrary loan on their own through the Internet by accessing the SWAN catalog.

### **Lending**

The library endeavors to make available the broadest range of materials for interlibrary loan, with the following exceptions: reference materials, and newspapers. Illinois libraries may submit requests by mail (ALA form or equivalent required), facsimile, telephone, and electronic means. The Chicago Ridge Public Library reserves the right to refuse to lend materials or to ask a borrowing library to restrict use of materials lent. The library will assess a fee on a lost item equal to the replacement cost of the item, plus a \$5.00 processing fee. The borrowing library is responsible for the payment of this fee.

### **Loan Period**

The loan period for Chicago Ridge Public Library materials is determined by the current circulation procedures. Renewal of materials will be considered on a case by case basis. The loan period and renewal option for books borrowed from other libraries is determined by the

lending library. The library will strictly observe 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). The interlibrary loan of an item will be limited to one request per patron for the same title every three months with as many renewal requests as the owning library allows.

### **Fees**

There is no fee for borrowing materials from other libraries in Illinois. Chicago Ridge Public Library cardholders will be charged \$5.00 to borrow materials from other states. Patrons with other library cards will be charged \$10.00 for out-of-state items. These fees will be charged to the patron whether material is picked up or not. The Chicago Ridge Public Library does not charge for lending materials.

### **Turnaround Time and Notification**

Service will be provided as quickly as possible. The turnaround time varies depending upon the lending library and the status of the materials requested (e.g. on-order, checked out, etc.). When in system materials arrive, library staff will call the requesting patron or an email will be generated—depending on the preference stated in the patron's record. When out-of-system materials arrive, the library staff will call the requesting patron. After the patron has been contacted, they will have 7 days to pick up the material. If the item is not picked up it will be sent back to the owning library.

### **Patron Responsibility**

The patron is responsible for picking up the requested item. If an out-of-state item is not picked up a fee will be charged to their record. It is also the responsibility of the patron to return the item in a timely fashion. If an item is lost or damaged, the patron is responsible for all overdue fines, the cost of the item and any processing fees charged by the owning library. When materials are lost or are returned late, the borrowing privileges of both the patron and the Chicago Ridge Public Library are jeopardized. Patrons who consistently abuse interlibrary loan borrowing privileges will find their interlibrary loan borrowing privileges suspended.