**HUDSON AREA PUBLIC LIBRARY DISTRICT (HAPLD)**

**Interlibrary Loan Policy**

Approved 05-10-2011 by the HAPLD Board of Trustees; re-approved 05-13-2014; revised and re-approved 4-10-2018; revised and re-approved 05-11-2021.

I. **DEFINITION**:

Interlibrary loans are transactions in which library materials are made available from one library to another. An interlibrary loan is defined as a transaction in which the material moves from library to library.

II. **POLICY STATEMENT**:

The Board of Trustees recognizes that no single library can meet all the demands of its community. To meet and supplement the demand for additional services, the Hudson Area Public Library District maintains cooperative membership in the Resource Sharing Alliance, OCLC, and successors thereof.

The Board of Trustees and the library staff seek opportunities to cooperate with other libraries to strengthen the services and resources of our own library as well as to enhance the services and resources of the library community as a whole.

II. **INTERLIBRARY REQUESTING / BORROWING**

1. Patrons with a valid library card in good standing may request materials from another library through HAPLD’s circulation system or via OCLC. OCLC requests must be placed through the patron’s home library.

2. Requests by patrons must be in compliance with all applicable copyright laws including Title 17, U.S. Code and its accompanying guidelines. Patrons are responsible for compliance with all copyright laws.

3. The patron is responsible for any penalties for abuse of the service.

4. Any fees required by the lending library are paid by the patron before materials leave the library.

5. Requests made to library staff will be accepted during library hours and forwarded within two working days. Within the library’s online catalog, patrons may also place their own requests.

III. **INTERLIBRARY LENDING**

1. Libraries that are members of RSA and OCLC are eligible to borrow materials.

2. Any material that is not on ‘New’ status or ‘on hold’ (on a waiting list) is available for borrowing. Staff may choose to loan an item on ‘New” status at their discretion. Reference books and special collections materials that remain in the library are excluded.

3. We will not override holds on other libraries’ items.

4. There are no overdue charges to other libraries. Bills for the replacement cost of lost or damaged materials will be sent to libraries borrowing through OCLC. When materials are borrowed through HAPLD’s circulation systems, the borrowing library will be responsible for billing the patron for lost or damaged items.

5. For an OCLC request, materials will be loaned for four weeks. One week is for delivery, two weeks are for patron use, and one week is for return. Local borrowing limits within the library’s circulation system will reflect the due dates of the requesting library.

IV. **CONDITION OF SERVICE**

1. Hudson Area Public Library District affirms compliance with applicable regional, state, and national interlibrary loan codes.

2. Hudson Area Public Library District will honor ethical considerations inherent in the interlibrary loan process, including the maintenance of balance in requests and loans as well as application of the ‘Guideline of Five.’ The ‘Guideline of Five’ mandates that a library requesting a specific item more than five times in one year, excluding book club loans and similar, has an ethical obligation to purchase that item for its own collection.