

# **South Beloit Public Library Board Policy**

## **Interlibrary Loan Policy**

### **Purpose:**

South Beloit Public Library supports the sharing of library resources through interlibrary loan administered by the library's Interlibrary Loan Services. The following regulations allow for the South Beloit Public Library cardholders to take advantage of this service while setting reasonable expectations for its use.

### **Standards:**

Interlibrary Loan Services request and supply material within the United States, adhering to Interlibrary Loan codes, copyright laws, and licensing agreements.

#### **United States:**

Interlibrary Loan Code (American Library Association). Current version

#### **Illinois:**

ILLINET Interlibrary Loan Code. Current version

Reaching Across Illinois Library System (RAILS) Resource Sharing Policy. Current version

### **General Policy:**

#### **Requesting materials**

South Beloit Public Library will request materials to borrow that are not obtainable from South Beloit Public Library's collection, reciprocal borrowing, or purchase. Requests will be pursued in-state, then within the United States, until all possible known sources have been exhausted, time restriction is exceeded, or the cardholder cancels the request.

#### **Eligibility**

The privilege of requesting material through Interlibrary Loan Services is limited to South Beloit Public Library cardholders with a valid library card in good standing. Abuse of the interlibrary loan service or material will result in suspension of the cardholder's interlibrary loan privileges.

## **Patron Responsibility**

The cardholder is responsible for any accepted fees associated with the requested material, billing for lost or damaged material, or fine accrued for overdue material. The assessment of the fine for overdue material is \$.10 per day for most library items, \$.50 per day per DVD, \$.50 per item for DVDs or CDs returned in the bookdrop outside, maximum fine is \$10 per item, as stated in the "Circulation-Fines and Fees" section of the South Beloit Public Library policy manual approved by the South Beloit Public Library Board of Trustees.

Borrowed materials are to be returned to the desk where the material was picked up from by the date stated on the Interlibrary Loan information label

A lending library may recall their material at any time. Upon notification of a recall, the material must be returned promptly.

## **Notification**

The cardholder will be notified of the request's status when the material arrives or upon cancellation of the request, by the cardholder's stated preference or contact information in the cardholder's registration.

## **Material Availability**

The material will be available at the designated pick-up location for six days when it will be returned to the lending library.

## **Loan Period**

Length of the loan varies dependent on the lending library's requirements.

## **Renewals**

If the lending library allows renewals, up to one renewal may be requested. Borrowers may request renewals through the South Beloit Public Library ahead of the due date stated on the Interlibrary Loan label.

## **Conditionals**

The lending library may place conditions on the lending of the material. The most common conditionals are "in-house use only" or recall of material. South Beloit Public Library will honor these conditions.

## **Supplying Materials**

### **Requests**

The South Beloit Public Library Interlibrary Loan Services will accept requests through OCLC, phone, fax, email, or US mail. Requests may be submitted via

email: [library@southbeloitlibrary.com](mailto:library@southbeloitlibrary.com)

phone: 815-389-2495

fax: 815-389-0871

mail: South Beloit Public Library 630 Blackhawk Blvd South Beloit, IL 61080

### **Materials Available for Loan**

The library's collection is available for requests with restrictions on new/popular materials and non-circulating material.

### **Charges**

There is no charge for the loan of returnable materials.

Copies of material up to 20 pages will be provided free of charge.

Any charges that are accrued will be in the form of a bill of invoice.

### **Delivery**

Returnables shipped in Illinois will be by RAILS or ILDS delivery. Materials shipped outside of Illinois or locations that do not participate with RAILS or ILDS delivery will be sent by USPS or UPS.

Non-returnable copies will be sent by one of the following methods: email, USPS, or fax.

### **Loan Period**

Returnables are loaned for 3 weeks, with the possibility of 1 renewal. Exceptions are possible. Borrowers should state the length of loan required with submission of the request.