

Policy and Procedure Manual	Section B 8.1
Public Policy Interlibrary Loan Policy	Issued : April 16, 2007 Approving Authority: Board of Library Trustees

Interlibrary Loan Policy

Definition

Interlibrary loan is the process by which a library requests materials from, or supplies materials to, another library. Interlibrary loan requests may also be generated by Orland Park Public Library cardholders. The requested materials will be sent to the Orland Park 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 the Metropolitan Library System, before requesting items from libraries out of the system. The Orland Park Public Library endorses the Illinois State Library's ILLINET Interlibrary Loan Code.

Availability of Service

Interlibrary loan service is available to any Orland Park Public Library cardholder with a current library card. The library will not borrow nor lend material for patrons with outstanding fines or overdue material.

Borrowing

Interlibrary loan borrowing service will request material from other libraries if the item is not owned by the Orland Park Public Library. If a patron requests materials not currently available at Orland Park Public Library, a hold will be placed that may result in an interlibrary loan. 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.

Lending

Orland Park Public Library will lend materials in any format except newspapers, magazines, microfilms, items from vertical files and reference books. The library will accept requests via mail, facsimile, telephone, and electronic means. All photocopy requests must be in writing indicating copyright compliance. The Orland Park Public Library reserves the right to refuse to lend materials or to ask a borrowing library to restrict use of materials lent.

Loan Period

The loan period for Orland Park Public Library 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). Photocopies may be kept by the requestor.

Fees

Orland Park Public Library does not charge for interlibrary loan materials but will pass on any charges from the lending library whether material is picked up or not. The borrowing library is responsible for all lost and damaged materials incurred by their patrons. The Metropolitan Library System's fees for borrowing out-of-state materials will be paid by the patron.

Patron Responsibility

The patron is responsible for picking up the requested item. It is also the responsibility of the patron to return the item in a timely fashion and in good condition. 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 Orland Park Public Library are jeopardized. Patrons who consistently abuse interlibrary loan borrowing privileges will find their interlibrary loan borrowing privileges suspended.

Evaluation of the Interlibrary Loan Policy

The interlibrary loan policy will be reviewed every 3 years by the department heads, administration, and the Board of Library Trustees.

Approved by the Board of Library Trustees on April 16, 2007.