

Policy and Procedure Manual	Section B 8.1
Public Policy Interlibrary Loan Policy	Issued: April 16, 2007; Amended August 17, 2009; Amended August 19, 2013; Revised June 17, 2019; Revised June 21, 2021; Revised February 21, 2022  Approving Authority: Board of Library Trustees

## Interlibrary Loan Policy

### Definition

Interlibrary loan (resource sharing) 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 Reaching Across Illinois Libraries (RAILS), before requesting items from libraries out of the system. The Orland Park Public Library endorses the Illinois State Library's ILLINET Interlibrary Loan Code and the American Library Association's Interlibrary Loan Code for the United States.

### Borrowing Guidelines for Patrons

#### Availability of Service

This service is available to any Orland Park Public Library cardholder whose account is in good standing. Reciprocal patrons should contact their home libraries for interlibrary loan services.

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

#### Loan Period and Renewals

The loan period for items 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. Renewals should be requested

prior to the item's due date. Interlibrary Loan staff will contact the owning library to request a renewal. There is no guarantee that the lending library will grant a renewal.

### **Patron Responsibilities**

The patron is responsible for picking up the requested item within the allowable time frame. The patron is expected to return the item in a timely fashion and in good condition. **Interlibrary loan materials should be returned ONLY to the Orland Park Public Library.** Overdue fines will apply to materials returned after their due date. Materials that are not returned or are damaged will result in a replacement fee based on the cost of the material at the time of purchase as well as any processing fees determined by the owning library. Replacement copies will not be accepted. No refunds are available once the item has been paid for.

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.

### **Fees**

Orland Park Public Library does not charge for interlibrary loan materials but may pass on borrowing charges from the lending library. These borrowing charges apply regardless of whether material is picked up or not.

Mailing fees of \$5.00 will be charged for out of state loans. Patrons will be notified prior to fulfilling out of state requests. Mailing charges apply regardless of whether material is picked up or not.

### **Lending Guidelines for Other Libraries**

Orland Park Public Library will lend materials in the following formats: print books, audio books and CDs, and DVD/Blu-rays. 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 loaned.

### **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.

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