

## **Interlibrary Loan**

### **DEFINITION AND PURPOSE**

Interlibrary Loan (ILL) is the process by which a library borrows material from, or supplies material to, another library. The Patrick Heath Public Library recognizes that the sharing of material between libraries is an integral element in the provision of library service and believes it to be essential to the vitality of all libraries.

### **GOVERNANCE**

Interlibrary loan policies of this library are governed by the American Library Association's Interlibrary Loan Code for the United States (2001); the Copyright Law, Title 17, U.S. Code; and by the regulations of lending libraries. Within the limits of the policy set forth here, Patrick Heath Public Library will offer to obtain for patrons requested materials not available in the collections of this library. Patrick Heath Public Library will consider lending fees when determining to which library an interlibrary loan request will be made, when there is a choice.

### **BORROWING FROM OTHER LIBRARIES**

#### **Eligibility**

Patrons must have a valid Patrick Heath Public Library card to request material via ILL. TexShare cardholders and non-cardholders cannot utilize PHPL's ILL service and are encouraged to request that service through their home libraries. All transactions are from library to library.

#### **Confidentiality**

Confidentiality of library users will be maintained in ILL transactions.

#### **Type of Material Borrowed**

Patrick Heath Public Library will generally attempt to borrow any material the patron needs. Patrons are cautioned, however, that other libraries may not lend certain types of materials.

These include the following:

- current bestsellers and popular titles published in the last six to twelve months
- reference
- genealogy
- rare or valuable material
- bulky or fragile items that are difficult or expensive to ship

Patrick Heath Public Library will not attempt to borrow from other libraries items that are already in the collection and on a reserve list.

Items that are a part of the PHPL's collection but cannot be found may be ordered through ILL, and no postage fee will be charged. This same policy applies to books that are more than one month overdue. Patrick Heath Public Library will not borrow material determined to be in violation of copyright law.

### **Restrictions on Material Borrowed**

The lending library may impose restrictions on material lent, including requiring that the material be used only in the borrowing library. The lending library determines the length of time for which the material is lent and whether renewals will be granted, and has the right to recall material before the due date.

### **Charges**

Postage fees for the items borrowed will be passed on to the patron, to be paid at the time of item pickup. Fees for photocopying and occasionally other charges may be assessed by the lending library. Such charges will be passed on to the patron, to be paid at the time of item pickup. Patrick Heath Public Library will obtain authorization from the patron before ordering material for which there is a charge. Patrons who fail to pick up the material borrowed will still be expected to pay the postage and any other fees incurred.

Overdue fines for all interlibrary loan items are .25¢ per day.

The lending library will assess repair or replacement charges if materials are returned damaged or are lost. That cost will be passed along to the patron borrowing the material.

### **Turnaround Time and Loan Period**

Time required to receive requested material can vary considerably, depending on availability of material, location of the lending library, and shipping method. Some materials may arrive in 2 to 3 days, while others may take weeks or months. When making an ILL request, the patron should indicate any deadline for receipt of material and whether material will not be needed after a given date. Requests will be processed in the order in which they are received.

The lending library determines the loan period, which can generally vary from 2 to 4 weeks. Patrick Heath Public Library will set a return date that is three business days earlier than the due date, to allow time for the item to be returned to the lending library by mail. Patrons are urged to return materials on time to ensure that lending libraries will continue to share their resources with Patrick Heath Public Library.

A renewal period, if any, is determined by the lending library. A patron who desires a renewal must notify Patrick Heath Public Library at least two (2) business days before the stated due date to allow time to request renewal with the lending library.

## **Procedure for Placing a Request**

To request an interlibrary loan, the patron completes an *Interlibrary Loan Request Form*, which may be submitted in person, by fax, by mail, or electronically via the web site. Patrons may also request interlibrary loan materials directly through the library's catalog and website. Patrons may also email or phone in an ILL request; the staff member taking the request will verify the patron's identity.

Staff will telephone or email the patron when the requested material has arrived. Patrons are expected to pick up the requested item within fourteen (14) days or less depending upon the loan period for the item. Items not picked up within that period will be returned to the lending library. Patrons who fail to pick up the material borrowed will still be expected to pay the postage and any other fees incurred.

## **LENDING TO OTHER LIBRARIES**

Patrick Heath Public Library will lend items to other libraries through the OCLC lending system with the exception of the following types of materials:

- new materials that have been in the collection less than three (3) months
- reference
- genealogy
- microfilm
- rare or valuable material
- material in use or on reserve
- damaged material in need of repair

No fee will be charged for the loan. Items will be lent for a period of 30 days, with a renewal period of 15 days, unless another patron has requested it.

Patrick Heath Public Library will photocopy articles at no charge. A copyright notice will be affixed to photocopies being provided through Interlibrary Loan.

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