

# **Salado Public Library District Interlibrary Loan Policy**

## **DEFINITION AND PURPOSE**

Interlibrary Loan (ILL) is the process by which a library borrows material from, or supplies material to, another library. Salado 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, Salado Public Library will offer to obtain for patrons requested materials not available in the collections of this library. Salado Public Library will consider such factors as geographic proximity, type of library, and 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 Salado Public Library borrower's card to request material via ILL. Patrons with fines over \$5.00 or overdue materials may not request ILL materials until the fines or fees are paid and materials are returned. The library reserves the right to refuse ILL services to any patron who damages other libraries' materials, has a history of overdue materials, or otherwise violates ILL policies, therefore jeopardizing the ability of the Salado Public Library to borrow materials from other libraries. Non-cardholders may not borrow Interlibrary Loan materials through the Salado Public Library. All transactions are from library to library.

### **Confidentiality**

Confidentiality of library users will be maintained in ILL transactions.

### **Type of Material Borrowed**

Salado 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

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- audiovisual material
- bulky or fragile items that are difficult or expensive to ship

Salado 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 not be passed on to the patron. Fees for photocopying and occasionally other charges may be assessed by the lending library. Such charges will be passed on to the patron. Salado Public Library will obtain authorization from the patron before ordering material for which there is a charge. Patrons who fail to claim the material borrowed for them will still be expected to pay any fees incurred. The lending library will assess repair or replacement charges if materials are returned damaged or lost. Those charges will be passed on to the patron.

### 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 vary from 2 to 4 weeks. Salado 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 Salado Public Library.

A renewal period, if any, is determined by the lending library. A patron who desires a renewal must notify Salado Public Library at least two (2) business days before the stated due date to allow time to file a renewal request 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 obtained at the library or downloaded from the library's web site.

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The form may be submitted in person, by fax or by mail. Patrons may e-mail or phone in an ILL request; the staff member taking the request will verify the patron's identity.

Staff will telephone or e-mail the patron when his or her request has arrived. Patrons are expected to pick up the requested item within seven (7) 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.

### **LOANING TO OTHER LIBRARIES**

Salado Public Library will loan items to other libraries with the exception of the following types of materials:

- new books that have been in the collection less than six (6) months
- reference
- genealogy
- microfilm
- rare or valuable materials
- local historical materials
- periodicals

No fee will be charged for the loan. Items will be loaned for a period of 30 days, with a renewal period of 15 days.

Salado Public Library will photocopy articles of ten pages or less at no charge. Articles greater than ten page will be charged at ten cents per page.

The Board of Trustees of the Salado Public Library District adopts the Interlibrary Loan Policy on the 19<sup>th</sup> day of December, 2006.

**Patty Campbell, PRESIDENT**

**Susan Krals, SECRETARY**