

INTERLIBRARY LOAN POLICY

I. SCOPE

Definition: Interlibrary loans are transactions in which library materials are made available from one library to another.

1. Flossmoor Public Library shall participate within the guidelines of all Illinois State Library interlibrary loan agreements.
2. Interlibrary Loan service shall be offered to all patrons when appropriate, regardless of residency or age. However, we can only obtain materials from out of state for Flossmoor residents holding a current, valid Flossmoor Public Library card. There will be no service charge connected with the provision of interlibrary loan materials located within the State of Illinois. Loans supplied from outside Illinois will result in a charge to the patron. A refund will be issued if material cannot be obtained.

II. LENDING RESPONSIBILITIES

1. All Library materials shall be made available to requesting libraries with the following exceptions:
 - reference materials
 - materials in great demand
2. The Library shall initiate processing of requests within one working day of receipt and shall complete the transaction within three working days or receipt.
3. The Library shall notify the requesting library promptly if material is not being sent.
4. Material not on reserve for another patron is available for renewal with the exception of new books which are so indicated.
5. There will be a charge when the Library lends materials to libraries outside of Illinois. The charge will be waived if the requesting library is a member of Libraries Very Interested in Sharing (LVIS). Non LVIS libraries will be responsible for the cost of shipping materials. Out of state loans will only be provided to libraries that utilize OCLC's Fee Management Service. (IFM)

III. BORROWING RESPONSIBILITIES

1. The Library is responsible for compliance with copyright law (Title 17, U.S. Code) and its accompanying guidelines and shall inform patrons of the applicable portions of the law.
2. The Library shall thoroughly check its own collections before initiating interlibrary loan requests.

3. Any material located in the System Wide Automated Network (SWAN) shall be requested through direct interlibrary loan contact with the lending library in accordance with established procedures.
4. Materials requested shall be described as completely and accurately as possible following accepted bibliographic practice. When items cannot be verified as existing within any lending library's collection, the interlibrary loan request will be canceled. The patron will be informed and can request all paperwork be returned.
5. The Library shall endeavor to fill requests with material from within the state of Illinois whenever possible. When requesting materials from out of state, the Library will be limited to requesting materials from libraries that are members of LVIS and IFM. Only Flossmoor residents may request materials from out of state and there is a fee associated with this service.

Revised by the Board of Trustees: January 13, 2015

Revised by the Board of Trustees: November 12, 2019

Reviewed by the Board of Trustees: September 13, 2022