

INTERLIBRARY LOAN POLICY

The Decatur Public Library provides interlibrary loan service in order to enhance and extend the resources available to its patrons. Because the library cannot purchase or subscribe to every useful resource, Interlibrary Loan is an essential part of the library's effort to meet the informational needs of the community. The Decatur Public Library Board of Trustees supports participation in and use of regional state and nation-wide interlibrary loan networks. The library is a member of the Rolling Prairie Library System and a partner in the Illinois Library and Information Network and a member of OCLC.

Decatur Public Library accepts requests from patrons for material that the library does not own. Material that can not be found in the Online Public Access Catalog can be ordered through Interlibrary Loan.

The patron assumes full responsibility for any fees associated with the obtaining of materials and for all fees for late, damaged, or lost materials charged by the lending library.

Patrons must be in good standing and have a valid Decatur Public Library card to order materials through interlibrary loan.

The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the Law, libraries and archives are authorized to furnish a photocopy or other reproductions. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of that order would involve violation of the law.

BORROWING:

Under this policy, it is permissible for our patrons to place a request on interlibrary loan for any type of material.

The library will not attempt to borrow the following type of material:

1. Material that is less than 1 year old.
2. Rare or valuable material.
3. Material that we own or that is owned in RPLS.
4. Unique material that would be difficult or impossible to replace.

Requests for material must be described as completely and accurately as possible following accepted bibliographic practice. If an item can not be verified, the statement "cannot verify" should be included along with information about the original source of the citation.

Patron requests will be made by filling out an interlibrary loan request form available at the reference desk. The librarian taking the request will determine the validity of the request and in the case of high-demand, reference, or new materials will forward it to the Head of Adult Division for the selectors or for further evaluation prior to ordering.

Patrons are limited to no more than 5 requests per day and no more than 15 requests per month. In cases of a report or special research project the (LIC) librarian in charge can approve an order of more than 5 items for a patron.

If the same item has been ordered 2 or more times within 6 months by different patrons; it will be referred to the selectors in Adult Division or Children's for ordering.

If the same patron has ordered the same item 2 or more times within 1 year at the 3rd placing of the order the reference department and the patron will be notified that the item is not available.

EXPENSES:

The patron should be prepared to assume any costs charged by the lending library and must agree to a minimum charge of \$5.00 per item for all material requested outside the State of Illinois. This charge will be placed on their account prior to pickup of the item. The patron will sign the form indicating their acceptance of the charge.

Patrons are limited to no more than 5 items per day and no more than 15 requests per month. In cases of a report or special research project the (librarian in charge) can waive the limit on the number of items requested for a patron.

The safety of the borrowed material is the responsibility of Decatur Public Library until it is picked up by the patron. At that time, the patron is responsible for any damage to the original item. The patron agrees to a minimum charge of \$50.00 or the actual charges from the lending institution if it is more than \$50.00 for all material that is damaged or lost.

Patrons will be charged fines at the same rate as other material in the library collection for overdue items.

Patron will be charged \$1.00 if paperwork checked out with the book is not returned with the item borrowed. This charge is the responsibility of the ILL clerk.

RENEWALL:

May be requested in person or by telephone to the Interlibrary Loan Clerk. Renewals are at the discretion of the lending library. Patrons will be notified by phone or email of the new due date.

Only 1 renewal is allowed per item.

Items not returned to DPL can result in the patron being charged for a lost or missing item. (see Expenses)

LENDOR:

As part of the interlibrary loan code the Decatur Public Library will lend all the types of material we attempt to borrow to other libraries.

There is a \$5.00 charge for all material loaned outside Illinois to help cover the cost of postage and processing. (Effective January 1, 2010)

All material lost or damaged will result in the borrowing library being charged the full cost of the item plus a \$5.00 handling and processing fee.

OCLC lending restrictions are as follows:

\$5.00 for all items outside the State of Illinois.

\$.50 per page for all copies.

Restrictions: New material less than 1 year old will not be loaned.

Not available for lending:

Microfilm

Reference

Newspapers

Magazines

Games

Playaway

PROCEDURES

REQUEST;

1. Patron request for Interlibrary Loan is filled out by reference staff.
The reference staff will fill out the computer form after checking Horizon to be sure that none of the libraries in the Rolling Prairie Library System own the item. If the item is owned and can be borrowed from a library in RPLS it is not eligible for ILL.
2. Reference staff will check to be sure the patron is in good standing and has a Decatur Public Library card. (This means fine balances over \$5.00).
3. Patrons may request 5 items per day with not more than 15 items per month.
4. Staff will explain to patrons that they need to sign a form authorizing the \$5.00 charge if they want us to attempt to borrow the item from outside Illinois. This signed form is to be sent to the ILL clerk along with the request.
5. A separate form must be filled out for each item requested.
6. Staff will explain to patrons that it could take up to 4 weeks or more to obtain the item on Interlibrary Loan and that it may not be possible to find a library that will lend the item.
7. Cancellations by the patron for out of state items will not be accepted if the item has arrived. The fee will not be waived if the patron fails to accept or pick up the item.
8. The bookmark with the library information on Interlibrary Loan will be given to the patron. It will contain the date and title of the item requested and an overview of the policies, including the information on the fees.

ORDERING:

1. Interlibrary Loan requests will be placed on a daily basis from Monday through Friday by the ILL clerk.
2. Request will be checked against Horizon. All items found on Horizon will have a HOLD placed on them and returned to the Head of the Adult Division.
3. Item will be ordered on OCLC by the ILL Clerk.

RECEIVED:

1. When the item is received the ILL Clerk will enter the receipt into OCLC and proceed to notify the patron that the item is being held for them at the Circulation desk. Patron will received notification of the \$5.00 charge if it is from outside Illinois.
2. Paperwork necessary to return the book will be filed for when the item is returned by the patron.
3. The item will be placed on the HOLD shelf for the patron to pick up.
4. If there is a \$5.00 charge, it will be placed on the patrons account by the ILL Clerk.
Note: If the patron does not pick up the item or decides they do not want it the fine will not be waived.

RETURNED:

1. When item is checked in -- Circulation will route the item to the ILL Clerk.
2. If paperwork is removed ILL Clerk will place a charge of \$1.00 on the patron's card with a note explaining why the fine is being charged.
3. Paperwork will be coordinated and the item will be returned with a Thank You note to the lending library.

FILLING REQUESTS FROM OTHER LIBRARIES:

1. OCLC will be checked on a daily basis and all requests will be processed within 2 days of receipt.
2. Borrowing libraries outside Illinois will be notified of the \$5.00 charge.
3. If the order is not from a library in Illinois a bill will be sent with the item for \$5.00.
3. The item will check out for no more than 6 weeks.
4. If the item is not returned after 4 weeks from the due date a bill with a \$5.00 processing and handling charge added to the cost of the item will be sent.
5. ILL clerk is responsible for checking the item in.

Submitted to Personnel, Policy and Public Relations Committee December 3, 2009
Approved by the Decatur Public Library Board of Trustees on
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