

Interlibrary Loan Procedures

These interlibrary loan procedures implement the *Interlibrary Loan Policy* of the Lewis & Clark Library System, adopted in October 2008.

ILL Requests with the ALA Interlibrary Loan Request Form

When borrowing from another library via electronic means (e-mail or direct request) is not possible, the library should use the ALA-approved ILL form. The form is posted on the [WebJunction Illinois](#) Web site under [Interlibrary Loan, Essential Documents & Resources](#), and scroll down to American Library Association Resources area. Once completed, the request form is faxed or mailed to the owning library. This is an example of a completed form:

Interlibrary Loan Request Form

Request No.: 154 Date: 12/15/2008 Need before: 2/15/2009

<p>Lewis & Clark Library System 425 Goshen Road Edwardsville, Illinois 62025</p> <p>For Illinois Libraries, LCLS is on ILDS Route 5</p>

Patron information: Charm // Staff

Book author, OR, Serial title, volume, issue, date, pages; OR Audiovisual title:

Ferdinand Ruhnke

Book title, edition, imprint series; OR, Article author, title:

This edition only

My life hiding in Iowa cornfields

Verified in; AND/OR Cited in:

ISBN, ISSN, LCCN, or other bibliographic number:

<p>Eldora Public Library 2012 Edgington Ave Eldora, Iowa 50627</p>
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Request complies with 108(g) (2) Guidelines (CCG)

Other provision of copyright law (CCL)

Authorization: Sherry/ILL Dept Telephone: 618-656-3216 ext112

Notes:

If not able to lend, would you copy the table of contents for our patron?

TYPE OF REQUEST:

LOAN; WILL PAY FEE \$10.00

PHOTOCOPY; MAX COSTS ____

LENDING LIBRARY REPORT: Date

Date shipped: _____ via _____

Insured for \$ _____ Charge \$ _____

DUE _____ Return insured

Packing Requirements

RESTRICTIONS: Library use only

Copying not permitted

No renewals _____

NOT SENT BECAUSE:

In use Lacking not owned

At bindery Cost exceeds limit

Non Circulating Lost

Not found as cited On order

Not found on shelf

Lacks copyright compliance

In process Request on _____

Hold placed Poor Condition

Estimate Cost of Loan \$ _____

Photocopy \$ ____ Microfilm/fiche \$ ____

Prepayment required

BORROWING LIBRARY REPORT:

Date received ____ Date returned ____

Returned via _____ Insured for \$ ____

Payment provided \$ _____

RENEWALS:

Date requested _____

New due date _____

Labels

In order to physically move the large volume of interlibrary loan material from one site to another, the System provides a courier delivery service. To speed the courier service, material is labeled before shipping to its destination. Staff of member libraries will see a variety of bands or labels attached to the material borrowed. Staff and patrons should not to remove the bands or labels unless necessary to use the material. Please use the appropriate label, attached to the material in a way not to damage it.

Copyright Law

The copyright law of the United States governs the making of photocopies or other reproductions of copyrighted material. The following explanation is simplistic; for exact details please see *Title 17, United States Code* and other supporting documentation. A library can request a photocopy of an article on behalf of a patron as long as copyright law has not been infringed. The local library's in-house photocopy request form must contain the Copyright Warning Notice.

Notice Warning Concerning Copyright Restrictions

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 the order would involve violation of copyright law.

[Space for Patron's name and Address]

This Request complies with _____ CCG or _____ CCL

CCG and CCL refer to the two conditions under which libraries may request photocopies from another library.

CCG indicates the request complies with section 108(g) (2) of the Copyright Guidelines:

- the request is for material published within the last five (5) years
- during a calendar year no more than (6) six copies may be requested and reproduced from any single magazine title

- the requesting library maintains records of all requests for three years after the current calendar year

CCL indicates the request complies with the Copyright Law and Guidelines:

- the material is older than 5 years, or
- the specific magazine issue is unavailable but owned by the requesting library, or
- the request is to replace a lost or damaged issue or article

Material Deemed Lost in Transit

Under the ALA Interlibrary Loan Code, the ILLINET Interlibrary Code and the LCLS Interlibrary Loan Policy, libraries are financially responsible for items requested and/or borrowed by their patrons. LCLS will not reimburse a lending library for material to billed but unpaid by the borrowing library.

The System will investigate documented claim for material suspected to have been lost or damaged while in transit in the System's courier service. The System will pay for items for which it is deemed responsible. Bills for lost/damaged reimbursement must be received at the System within six months of the material becoming overdue.

Revised 31 October 2008