

Lewis & Clark Library System
Interlibrary Loan Policy

Introduction

Interlibrary loan (ILL) refers to the sharing of resources from one library with another library to fulfill patron requests. Libraries are financially responsible for items requested on behalf of their patrons. ILL is the process by which:

- One library requests materials from another library
- Materials are sent and received between the libraries
- Patrons borrow and return those materials
- Materials are returned to the owning library

The Lewis & Clark Library System encourages and supports interlibrary loan with training, delivery, and negotiated reciprocal access.

The System's interlibrary loan policy does not supersede the *ILLINET Interlibrary Loan Code*, but extends and supplements the code. The ILLINET libraries of Illinois are governed by the latest edition of the *ILLINET Interlibrary Loan Code* in their basic interlibrary loan activity. A copy of the *ILLINET Interlibrary Loan Code* is posted on WebJunction Illinois under the resources section.

The System recognizes the autonomy of the local library to decide whether to lend a specific item. However, interlibrary loan is based on mutual sharing between libraries.

Each member library is encouraged to adopt an interlibrary loan policy and procedures specific to its library. Once adopted, the library's policy and procedure documents should be available to patrons.

Members of the Lewis & Clark Library System may not charge ILL or delivery fees to other members of Illinois Systems for the loaning of material. Additionally, the *ILLINET Interlibrary Loan Code* prohibits the charge of fees between ILLINET members for the provision of interlibrary loan. A library may charge the cost of providing a photocopy of the requested material, following the *ILLINET Interlibrary Loan Code* provisions. However, if the requesting library asks that the material be shipped using extraordinary means, for example FedEx or UPS, the lending library may attach these costs to the loan.

Libraries requesting material should remember that many items are not available for interlibrary loan. New material, material on popular topics, seasonal items, and unique resources are types of material that might not be readily lent. Member libraries are encouraged to request the material, but to be understanding if the material is not lent or if it cannot be lent for several weeks or months.

The Illinois State Library surveys the interlibrary loan activity within the state on a regular basis. Each member library is encouraged to complete the Web-based statistical survey when requested from the State Library.

It is the obligation of the borrowing library to ensure that its patrons are aware of copyright law and its restrictions.

Local Effort for Interlibrary Loan

Member libraries are expected to market the availability of interlibrary loan to their patrons and to offer interlibrary loan both as a lender and as a borrower. Once the local collection is exhausted, the member library has access to various databases to discover materials available for interlibrary loan.

An interlibrary loan request may be initiated when the local library is not able to supply the item needed. If the library does not own the requested material, the library next searches the most appropriate database.

To ensure effective and efficient usage of local, regional, and national databases, the System provides training sessions to its members.

Responsibilities of the Lewis & Clark Library System

- Vigorously seek and negotiate partnerships with other consortia to allow access and reciprocal interlibrary loan capabilities.
- Support the timely, efficient delivery of material with intra-System courier delivery services.
- Provide interlibrary loan training to the staff of member libraries and members of other consortia.
- Investigate documented claims for material suspected to have been lost or damaged in transit. The System will pay for items for which it is deemed responsible.
- Evaluate interlibrary loan activity within the system based on usage, load, accessibility and future developments.
- Assist members to complete interlibrary loan requests when all available resources have been exhausted.

Responsibilities of the Requesting Member Library

- Use interlibrary loan to supplement, not supersede, the development of the library's collection.
- Develop and maintain interlibrary loan policy & procedures.
- Market the availability of interlibrary loan to its patrons.
- Request and honor material according to the lending library's conditions.
- Provide information to the patron concerning the progress of the request.
- Take every step to assure the care and safety of items.
- Promptly return borrower material to the lending library.

- Promptly resolve payment for any lost or damaged material upon invoice from lending library.
- Attend interlibrary loan training at the System or other appropriate locations.

Responsibilities of the Lending Member Library

- Develop and maintain an interlibrary loan policy & procedures which balance the needs of the library's patrons with the requests of other libraries.
- Complete the request within three working days. Promptly notify the requesting library if the material cannot be sent.
- Promptly bill the requesting library for lost or damaged material, as identified.
- Attend interlibrary loan training at the System or other appropriate locations.

Approved by Board Action 20 January 2004

Revised by Board Action 2008

Appendix

The Lewis & Clark Library System negotiates reciprocal interlibrary loan agreements with other libraries and consortia. Members should choose the database best suited to their patron's request.

Interlibrary Loan Databases

Database	Eligibility	Best Use
GateNet http://webcat.lcls.org	GateNet Members Associate GateNet Members	Current fiction Current nonfiction
I-Share https://i-share.carli.illinois.edu	ILLINET libraries	Academic subjects Genealogy
WorldCat http://www.worldcat.org/	OCLC members	Current & historical fiction Current & historical nonfiction Foreign languages Genealogy