

### **Section 1.3: INTERLIBRARY LOAN POLICY**

The Matteson Public Library adheres to the current interlibrary loan codes of the Metropolitan Library System (MLS), the Illinois Library and Information Network (Illinet) a cooperative network of multi-type libraries in Illinois that is coordinated by the Illinois State Library, and the American Library Association's Interlibrary Loan Code for the United States. Copies of these codes are appended herewith.

"Library" in this document shall refer to the Matteson Public Library.

The Interlibrary Loan Policy of the Matteson Public Library describes and illustrates the philosophy and practice of the Library regarding interlibrary loan. Specific practices for interlibrary loan stated in the above codes are not repeated herein.

#### **1.3: 1 Purpose and Philosophy of Service**

According to its mission statement the Library develops its collection in response, "to the diverse personal, professional, and educational needs of the community." The Library recognizes the importance of interlibrary loan in the provision of library service when local resources do not meet all users' needs. Interlibrary loan is not a substitute but rather an adjunct to collection development.

The Library strives to be a generous lender and conscientious borrower of library materials in all formats.

#### **1.3:2 Borrowing Policy**

The Library offers interlibrary loan service to holders of valid Illinois public library cards.

After exhausting its own collection, the Library attempts to fill patron requests from SWAN, the System Wide Automated Network, and then other databases.

The Library uses the MLS ILL Department to request items from out of state. Each item requires a shipping fee that is billed to the Library by MLS. The Library collects this fee from the patron before the request is submitted to MLS. If the item cannot be obtained, the Library refunds the fee to the patron. If the patron cancels the request, the fee may be refunded only if MLS can cancel the request before the owning library has shipped the item.

The Library is responsible for materials borrowed. The Library passes on to the patron for whom material was borrowed the cost of repair or replacement (including processing fees) of materials damaged or lost while checked out to the patron.

Borrowed materials may not be renewable. The Library will attempt one renewal of such materials at patron request.

#### **1.3:3 Photocopy Requests**

The Library attempts to fill patron requests for photocopies in this order: its own magazine collection and subscription databases, MLS libraries. After these resources are exhausted, the Library uses MLS ILL Department to obtain photocopies from libraries

outside of MLS. A shipping fee may apply to photocopy requests within Illinois and applies to all photocopy requests supplied from out of state. The patron is notified of the required fee. The fee is collected from the patron before the request is resubmitted to MLS. Fees for unobtainable photocopies are refunded to the patron on the same terms as described above.

#### **1.3:4 Lending Policy**

The Library accepts direct requests via SWAN, OCLC, ALA forms, and e-mail from ILLINET libraries only; and only via MLS from out of state libraries.

The Library reserves the right to consider lending requests on a case-by-case basis, taking into consideration its primary clientele. In the case of competing requests for the same item, libraries that place holds directly in SWAN have priority; libraries that do not place holds in SWAN are advised to try later when a popular item is no longer in demand. As a general practice, the Library will not lend to non-SWAN libraries materials less than two months old or "Pop Pick" books. Current periodicals do not circulate. When the Library chooses not to lend an item, alternative means of providing requested information (photocopying and faxing/mailing) may be considered when appropriate.

The lending period for items lent via SWAN is two weeks use to the patron plus in transit time. The lending period for items lent via non-SWAN means is 28 days, which includes two weeks use to the patron.

One-time renewal of materials to non-SWAN libraries is generally granted.

#### **1.3:5 Photocopy Requests**

Photocopy requests are generally filled at no charge to the requesting library. Photocopies may be faxed, delivered by ILDS, or mailed. Rush requests via telephone or fax may be accepted at the discretion of the reference librarian on duty.

Out of country requests should be referred to MLS.

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