

# Horicon Public Library

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## Interlibrary Loan Policy

### Introduction

Interlibrary loan service is essential to the vitality of libraries of all types and sizes as a means of greatly expanding the range of materials available to users. Lending between libraries is in the public interest and should be encouraged. Interlibrary loan should serve as an adjunct to, not a substitute for, collection development. When resources within the library and consortium have been exhausted, loan requests to more distant libraries should then conform to the provisions of the Interlibrary Loan Code for the United States Prepared by the Interlibrary Loan Committee, Reference and User Services Association (RUSA), 1994, revised 2001. Revised by the Codes, Guidelines, and Technical Standards Committee, Sharing and Transforming Access to Resources Section (STARS) 2008 and 2015. Approved by RUSA Board January 11, 2016, and the Wisconsin ILL Guidelines 2016.

### I. Definition

An interlibrary loan is a transaction in which library material or a copy of the material is made available by one library to another upon request.

### II. Purpose

The purpose of an interlibrary loan as defined in this policy is to obtain library material not available in our local consortium.

### III. Lender Restrictions

- A. Under the terms of this policy, it is permissible to request an interlibrary loan from this library for any type of library material. This library will decide per request whether a particular item can be provided using its current lending policy as a guide in making the determination.
- B. This library will not ordinarily lend the following type of materials:
  1. Rare or valuable material
  2. Bulky or fragile items that are difficult to ship
  3. Material in high demand at the lending library
  4. Material with local circulation restrictions
  5. Unique material that would be difficult or impossible to replace

### IV. Responsibilities as borrowing Library

Horicon Public Library makes every effort to borrow from a free lending library. If a free lending library is not available, Horicon Public Library will not assume costs charged by the lending library. The requesting patron will be advised of the charges and authorization of the loan will be approved by and charged to the patron.

### V. Duration of loan

- A. The duration of loan is specified by the lending library.
- B. Interlibrary loan material should be returned promptly.

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- C. Interlibrary loans are renewable, but as the borrowing library, Horicon Public Library can make requests for renewals before the due date, and the lending library will provide a timely response to the request, usually within four working days. If the lender does not respond, the borrower may assume the renewal has been granted, extending the due date by the same length of time as the original loan.
- D. All material on loan is subject to immediate recall, and the borrowing library should comply promptly.

## **VI. Eligibility**

Any patron of Horicon Public Library's current consortium in good standing may make ILL requests. Requests must be made, picked up and returned directly to the Horicon Public Library.

## **VII. Procedure**

A. There is a limit of five (5) active requests per patron record. "Active request" is defined as requests pending, items awaiting check-out, and items currently checked-out. As ILL items are returned, patrons may place additional requests so as to total five (5) active requests. The library will not accept or retain ILL requests other than active requests.

B. To initiate a request the patron must complete as fully as possible the Horicon Public Library ILL request form. Only 1 item per form is permitted. Patrons may also make self-initiated requests by requesting HPL staff to activate their WISCAT account. The WISCAT account will follow the same limit of requests as outlined above.

## **VIII. Patron Responsibilities**

Users who have checked out interlibrary loan items are expected to return them by the due date and in the same condition they received them. Fines will be assessed for materials returned late using the current fines schedule. Charges will be assessed if the material has been damaged while in the user's possession. The charge for lost interlibrary loan items is a minimum of \$75.00 for each item and may be higher. ILLs not returned to the Horicon Public Library will follow current library circulation policy procedures.

It is very important to return interlibrary loan materials promptly so that they return to the owning library by the due date. Failure to return another library's materials on time may affect our ability to borrow from that library in the future.