

## **Interlibrary Loan Policy**

(Adopted July 2017)

Interlibrary loan is the process by which a library requests materials from, or supplies materials to, another library. The Interlibrary Loan policy of the Stickney-Forest View Public Library exists to facilitate community access to materials not already owned by the Library or any affiliated System Wide Automated Network (SWAN) member libraries, i.e. out-of-network interlibrary loan.

Through interlibrary loan, patrons may access materials from other libraries in Illinois and across the U.S. The requested materials are sent to the Stickney-Forest View Public Library, where patrons may check the items out (or use them in the Library, if so stipulated by the owning library).

The Library affirms that interlibrary loan is an adjunct to, not a substitute for, the Library's collection. The Library exhausts local resources first, including its own collection and those of libraries in SWAN, before requesting items from libraries out of the network. The Library endorses the Illinois State Library's ILLINET Interlibrary Loan Code.

### **Eligible Users**

This service is offered to all patrons holding a valid library card issued by the Stickney-Forest View Public Library, another SWAN-member library, or a reciprocal library card holder. Patrons' accounts must be in good standing to participate in interlibrary loan.

### **Fees**

This service is typically free of charge. If the owning library charges a fee for lending, it would become the responsibility of the requesting patron. By default, the Library will not accept materials that carry a loan fee unless preauthorized by the requesting patron. If a patron authorizes a request with a fee, it remains their responsibility, regardless of whether the interlibrary loan is checked out on the patron's account. The Library will pay postage costs for items that are shipped out of state.

### **Restrictions**

The following materials cannot be requested through interlibrary loan:

- Entire issues of a periodical
- Reference/non-circulating books
- Audio-visual materials within six (6) months of their release date
- Textbooks and required course materials
- Multiple copies of the same title in the same format

National, regional, state, and library ILL codes may restrict or limit borrowing in some cases, i.e. picture books, recent releases, sound recordings, DVDs, and other audiovisual materials.

### **Turnaround Time**

Most requests are filled within 7-14 days. However delays are common and there is no guarantee that a request can be filled. Owning libraries may take up to 28 days to respond to a loan request.

Materials may be unavailable at an owning library, or the first owning library contacted may choose not to loan the material. In such cases, additional libraries must be contacted, which may lengthen the request period. A sudden influx of ILL requests may also slow the process.

### **Notification**

When the material arrives, the patron is notified either by telephone or by email by the Library. Materials received will be available on the holds shelf for 6 days, after which they will be returned to the owning library.

### **Loan period**

While local ILLs through the SWAN network are renewed based on the policy of the borrowing library, the loan period and renewal options for out-of-network interlibrary loan materials are determined by the owning library. Photocopies may be kept by the requestor. The library strictly observes any conditions for use of loaned materials that may be imposed (e.g. shortened loan period, in-library use only, no renewals).

The owning library retains the right to request the immediate return of any material it has loaned to the Library at any time before the stated due date. In these rare instances, the Library will contact the patron and inform them of the new due date. The patron will be responsible for charges incurred by any materials returned after this newly established date. The patron may also request a new copy of the material from another owning library.

Renewals are subject to the policies of the owning library. In order to avoid late fees, patrons should expect to request a renewal at least 3 days before the due date to give the owning library time to respond to the request.

### **Patron responsibility**

The patron is responsible for picking up the requested item and returning it only to the Stickney-Forest View Public Library. If an item is lost or damaged, the patron is responsible for the cost of the item and for any processing fees charged by the owning library. Interlibrary loan borrowing privileges may be suspended for failure to comply with the Interlibrary Loan Policy.

---

### **Related**

Illinois State Library's ILLINET Interlibrary Loan Code  
SFVPLD Circulation Policy