



Irvin L. Young Memorial Library

Book Clubs Policy

The Irvin L. Young Memorial Library provides support to members of the community who wish to form a book discussion group by coordinating interlibrary loans of requested titles. The staff member tasked with interlibrary loan responsibilities provides the following specific services:

1. Receiving requests for specific titles from the respective book clubs and researching their availability through the Library's consortium database.
2. Requesting multiple copies of titles, collecting them to be distributed on the specific date requested by the book club, checking them out to the book club and maintaining a record of which club member has which copy when possible.
3. Collecting the copies by the specific date on which the books are due to be returned to their owning libraries to ensure that all are returned and sent back.
4. Offering suggestions for alternate titles if an individual book club's choice is not currently available or they request a title suggestion.

Support to local book clubs is subject to state interlibrary loan guidelines:

Wisconsin ILL Guidelines 2016
Wisconsin Department of Public Instruction

4.6 Limitations to requesting materials.

Requesting libraries should train patrons to use their local or shared online catalog. Requests should be placed in the local catalog as a first priority and requested from outside the area if not owned locally. According to the Interlibrary Loan Code for the United States, "Interlibrary loan is intended to complement local collections and is not a substitute for good library collections intended to meet the routine needs of users." The requesting library will limit requests outside of their local catalog for the following items:

- *Materials on bestseller lists or high demand titles in all formats (e.g.. new media)*
- *Materials which are on order at the requesting library*
- *Materials which are on order within the requesting library's shared automation system or consortium*



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- *Materials which are in use (checked out) within the requesting library's shared automation system or consortium.*
- *Titles that have not yet been published but have prepublication information in verification sources*
- *Old and rare books. Many may be freely available online.*

Interlibrary loan requests in these situations are made only if special conditions or considerations apply. Borrowing multiple copies of titles for group use (e.g., book clubs) is an exception to the general guidelines of not borrowing what the library owns, but new materials or materials in high demand should never be ordered in multiple copies.

The following local rules apply:

1. The Library will not provide more than one title per individual book club per month.
2. If a copy is not returned by the specified date, it will be checked out to the library card of the individual who signed it out from the book club and any fines will apply to that individual directly.
3. Copies that are not returned or are damaged will be charged to the individual who signed for that copy. If the book club fails to have individual members sign for copies, a bill will be sent to the book club in care of the person who coordinates the club's requests, pick-ups and/or returns. This will also be the procedure if a book club member does not have their own library card.