

**WINFIELD PUBLIC LIBRARY
INTERLIBRARY LOAN POLICY**

July 2022

Winfield Public Library Interlibrary Loan Policy

I. Purpose

It is the goal of the Winfield Public Library to fill all patron requests as quickly and accurately as possible. Additionally, the Library will try to fill requests made by other libraries in the spirit of cooperation.

II. Borrowing

- A. The Winfield Public Library will fill Interlibrary Loan requests for Winfield Public Library card holders only.
- B. Patrons may have 15 (fifteen) interlibrary loans in process at any given time. This includes items requested, in process, and checked out. Library staff may further restrict the number of items requested when necessary to ensure equitable and timely service within the constraints of budget and staffing. Although the Library will request materials of all formats, we cannot guarantee the availability of any material requested.
- C. There may be fees applied to materials requested from out of state as well as to photocopied material. The Library reserves the right to pass these fees to the patron requesting the material. Library staff will contact the patron regarding any fees prior to requesting the item.
- D. Due dates and renewal requests
 - 1. The Library cannot guarantee that a request will be filled by a specific date. If a patron needs an item by a specific date, the Library staff will try to locate the item locally so that the patron may pick up the item.
 - 2. Due dates are determined by the lending libraries. Decisions regarding the renewal of materials are made by the lending library. It is the responsibility of the patron to notify the Library about the wish to renew an item.
 - 3. The Library will reimburse lending libraries for all costs, including processing fees, of materials which are damaged or lost. An item will be assumed lost if not returned by four weeks past the due date. The patron is responsible for reimbursing Winfield Library for any fees and item costs paid to the lending library and no refunds will be given for interlibrary loan items which are returned after the item has been paid for by the Library.
- E. Unavailable materials
 - 1. Requests for materials that are unavailable for loan at the time of the request will be resubmitted to the lending libraries.
 - 2. If material is not available at all, the Library will contact the patron as soon as possible.
 - 3. If an item is owned by a lending library but not available for loan, the Library will notify the patron.
- F. Borrowing from out of state

If a requested item is not available in Illinois, the library will attempt to borrow the item from a library in another state provided the item is available at no cost to the Library or the patron is willing to pay the fee.
- G. Items owned by the Library

Requests for copies of items owned by the Library will not be filled except at the discretion of staff.

III. Lending

- A. The Library will loan any type of material, including Audio/Visual and new materials to any library, provided that the borrowing library also loans those materials.
- B. Materials supplied for Interlibrary Loan will be subject to the due dates normally applied. If requested, the due date may be changed at staff discretion.
- C. Items loaned cannot be renewed if a Winfield patron or another library has placed a hold on the item.

IV. Statement of Responsibilities

- A. The Library will adhere to Reaching Across Illinois Library System, Illinois, national and consortial interlibrary loan codes.
- B. The Library will adhere to copyright laws and guidelines.
- C. In accordance with the Library's Confidentiality of Records Policy, we will treat all interlibrary loan requests and records ethically and confidentially.

Provision for Review

The Board of Trustees of the Winfield Public Library shall review and/or revise this policy annually.

Signed and adopted by the Winfield Public Library Board of Trustees this 13th day of July, 2022.