

**CIR-2\*****Interlibrary Loan Policy**

*[Approved Library Board Trustees 7/12/2012]*

The Messenger Public Library of North Aurora recognizes that Library cooperation is essential to satisfy the information needs of their own patrons and library patrons across the State of Illinois. The purpose of Interlibrary Loan is to obtain materials not available in our Library from other libraries and to provide materials from our collections to other libraries.

Material not available within the Library and MAGIC consortium catalog may be obtained thru Interlibrary Loan. The Library affirms that Interlibrary Loan is a supplement, not a substitute for the Library's collections.

In view of this, the Messenger Public Library endorses the ILLNET Interlibrary Loan Code, the Illinois Intersystem Reciprocal Borrowing Covenant, the RAILS Library System Resource Sharing Policy, and the American Library Association Interlibrary Loan Code. (See Appendices)

**Scope:*****The following materials are available for Interlibrary Loan from the Messenger Public Library:***

- Circulating books and periodicals
- Audio-visual materials (in-state only)
- Photocopies from non-circulating materials
- Lincoln Legacy Kits (in-state only)
- Lewis and Clark Kits (in-state only)

***The following materials will not be available for Interlibrary Loan:***

- Reference materials
- Special local history & genealogy materials
- Popular "Quick Picks" materials
- Materials designated as "Local" (These new materials are reserved for a period of time for the use of Messenger Public Library cardholders)
- Current issues of periodicals
- Circulating eReaders, laptops and other equipment
- Video and computer games
- Audio-Visual materials will not be loaned out-of-state
- Comic Books
- Buddy Bags

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### Interlibrary Loan Policy (Cont)

#### Responsibilities of the Messenger Public Library:

- The Messenger Public Library shall make every attempt to initiate processing of requests as rapidly as possible.
- The Messenger Public Library will attempt to meet the needs of Messenger Public Library cardholders by borrowing materials from other libraries that are not available in the Messenger Public Library collection.
- Messenger Public Library will try to fill requests first through the MAGIC consortium (Intra-library Loan) and then a variety of systems will be explored.
- The Library will borrow within the State of Illinois and other states within the United States.
- The Messenger Public Library will make every effort to verify Interlibrary Loan requests using all resources available before requesting items.
- Messenger Public Library will not use Interlibrary Loan as a substitute for collection development.
- The Messenger Public Library shall honor the policies and conditions of the lending libraries that loan materials to Messenger Public Library.
- The Messenger Public Library shall notify requesting libraries of non availability of requested materials after making a thorough search for requested materials.
- The Messenger Public Library will provide photocopies to requesting libraries from non-circulating materials. There will be no charge for photocopies provided.
- The Messenger Public Library shall be responsible for costs of repair or replacement of items according to the policies of the lending library.
- The Messenger Public Library shall make every effort to recover materials from delinquent patrons.
- The Messenger Public Library will comply with the copyright law (U.S. Code Title 17) in all requests for photocopies.

#### Expenses:

- The Messenger Public Library does not charge other libraries fees for use of its materials.
- The Messenger Public Library does not charge other libraries fines for overdue Messenger Public Library materials.

#### Duration of the Loan:

- The Messenger Public Library will loan materials to individuals for their regular loan period in force at the time.
- Patrons may ask for renewal of Interlibrary Loan materials. Requests for renewals should be made 3 business days before the initial due date. Interlibrary Loan staff will request the renewal from the lending library and inform the patron of new due dates or recalls.
- Book Club Group materials requests from other libraries may be given special loan periods to meet the needs of their members.

**Interlibrary Loan Policy(Cont)****Interlibrary Loan Borrowing:**

- Messenger Public Library cardholders over the age of 18 in good standing may request up to an annual limit of 25 items on Interlibrary Loan. If cardholders want to borrow over this annual limit of 25 items, they will be required to prepay \$25 per request. Items requested, but not received for any reason, will count towards this request limit of 25.
- Messenger Public Library cardholders may request up to 5 items at a time, and have up to 5 Interlibrary Loan items checked out at any given time.
- Interlibrary loans will be checked out at the time of pick-up to the requesting cardholder on the requesting patron's card. Special exceptions to this provision will be handled on a case-by-case basis by the Manager in Charge.
- Any fees charged to the Messenger Public Library by other libraries will be the responsibility of the patron. Fees will be prepaid by money order or certified check, made out to the lending library.
- Fines for all overdue Interlibrary Loan materials are \$1 per day.

*Definition of Terms and Acronyms (See Appendices)*

**Interlibrary Loan Policy (Cont)****Appendices:****ILLNET Interlibrary Loan Code**

[http://www.cyberdriveillinois.com/publications/pdf\\_publications/lda130.pdf](http://www.cyberdriveillinois.com/publications/pdf_publications/lda130.pdf)  
(Printed copy available upon request)

**Illinois Intersystem Reciprocal Borrowing Covenant**

[http://www.dupagels.lib.il.us/pages/pdf/rbp\\_covenant.pdf](http://www.dupagels.lib.il.us/pages/pdf/rbp_covenant.pdf)  
(Printed copy available upon request)

**American Library Association Interlibrary Loan Code**

<http://www.ala.org/rusa/resources/guidelines/interlibrary>  
(Printed copy available upon request)

**Definition of Terms and Acronyms:**

ILLNET – Illinois Library and Information Network

Intralibrary Loan – Loans made within the MAGIC consortium

Interlibrary Loan – Loans made outside of the MAGIC consortium

MAGIC – Multiple Automation Group In Cooperation

OCLC – Online Computer Library Center

RAILS – Reaching Across Illinois Library System

WorldCat – A union catalog libraries in 112 countries that participate in the OCLC global cooperative.

# CIR-2 Appendices:

## ALA - Interlibrary Loan Code for the United States

Prepared by the Interlibrary Loan Committee, Reference and User Services Association, 1994, revised 2001. Approved by the RUSA Board of Directors January 2001.

*(Web Source Accessed 5/2/2013:*

*[http://www.ala.org/Template.cfm?Section=InterLibrary\\_Loan&template=/ContentManagement/ContentDisplay.cfm&ContentID=31579](http://www.ala.org/Template.cfm?Section=InterLibrary_Loan&template=/ContentManagement/ContentDisplay.cfm&ContentID=31579)*)

### Introduction

The Reference and User Services Association, acting for the American Library Association in its adoption of this code recognizes that the sharing of material between libraries is an integral element in the provision of library service and believes it to be in the public interest to encourage such an exchange.

In the interest of providing quality service, libraries have an obligation to obtain material to meet the informational needs of users when local resources do not meet those needs. Interlibrary loan (ILL), a mechanism for obtaining material is essential to the vitality of all libraries.

The effectiveness of the national interlibrary loan system depends upon participation of libraries of all types and sizes.

This code establishes principles that facilitate the requesting of material by a library and the provision of loans or copies in response to those requests. In this code, "material" includes books, audiovisual materials, and other returnable items as well as copies of journal articles, book chapters, excerpts, and other non-returnable items.

### 1.0 Definition

1.1 Interlibrary loan is the process by which a library requests material from, or supplies material to, another library.

### 2.0 Purpose

2.1 The purpose of interlibrary loan as defined by this code is to obtain, upon request of a library user, material not available in the user's local library.

### 3.0 Scope

3.1 This code is intended to regulate the exchange of material between libraries in the United States.

3.2 Interlibrary loan transactions with libraries outside of the United States are governed by the International Federation of Library Associations and Institutions' International Lending: Principles and Guidelines for Procedure.

## **4.0 Responsibilities of the Requesting Library**

4.1 The requesting library should establish, maintain, and make available to its users an interlibrary borrowing policy.

4.2 It is the responsibility of the requesting library to ensure the confidentiality of the user.

4.3 Some requesting libraries permit users to initiate online ILL requests that are sent directly to potential supplying libraries. The requesting library assumes full responsibility for these user-initiated transactions.

4.4 Requested material should be described completely and accurately following accepted bibliographic practice.

4.5 The requesting library should identify libraries that own the requested material. The requesting library should check and adhere to the policies of potential supplying libraries.

4.6 When no libraries can be identified as owning the needed material, requests may be sent to libraries believed likely to own the material, accompanied by an indication that ownership is not confirmed.

4.7 The requesting library should transmit interlibrary loan requests electronically.

4.8 For copy requests, the requesting library must comply with the U.S. copyright law (Title 17, U.S. Code) and its accompanying guidelines.

4.9 The requesting library is responsible for borrowed material from the time it leaves the supplying library until it has been returned to and received by the supplying library. This includes all material shipped directly to and/or returned by the user. If damage or loss occurs, the requesting library is responsible for compensation or replacement, in accordance with the preference of the supplying library.

4.10 The requesting library is responsible for honoring the due date and enforcing any use restrictions specified by the supplying library. The due date is defined as the date the material is due to be checked-in at the supplying library.

4.11 The requesting library should normally request a renewal before the item is due. If the supplying library does not respond, the requesting library may assume that a renewal has been granted extending the due date by the same length of time as the original loan.

4.12 All borrowed material is subject to recall. The requesting library should respond immediately if the supplying library recalls an item.

4.13 The requesting library should package material to prevent damage in shipping and should comply with any special instructions stated by the supplying library.

4.14 The requesting library is responsible for following the provisions of this code. Disregard for any provision may be reason for suspension of service by a supplying library.

## **5.0 Responsibilities of the Supplying Library**

5.1 The supplying library should establish, maintain, and make available an interlibrary lending policy.

5.2 The supplying library should consider filling all requests for material regardless of format, but has the right to determine what material will be supplied on a request by request basis.

5.3 It is the responsibility of the supplying library to ensure the confidentiality of the user.

5.4 The supplying library should process requests in a timely manner that recognizes the needs of the requesting library and/or the requirements of the electronic network or transmission system being used. If unable to fill a request, the supplying library should respond promptly and should state the reason the request cannot be filled.

5.5 When filling requests, the supplying library should send sufficient information with each item to identify the request.

5.6 The supplying library should indicate the due date and any restrictions on the use of the material and any special return packaging or shipping requirements. The due date is defined as the date the material is due to be checked-in at the supplying library.

5.7 The supplying library should ship material in a timely and efficient manner to the location specified by the requesting library. Loaned material should be packaged to prevent loss or damage in shipping. Copies should be delivered by electronic means whenever possible.

5.8 The supplying library should respond promptly to requests for renewals. If the supplying library does not respond, the requesting library may assume that a renewal has been granted extending the due date by the same length of time as the original loan.

5.9 The supplying library may recall material at any time.

5.10 The supplying library may suspend service to a requesting library that fails to comply with the provisions of this code.

**ILLINET Interlibrary Loan Code**

**Preface**

As partners in the Illinois Library and Information Network (ILLINET), more than 5,000 multitype (academic, public, school and special) member libraries contribute to the ongoing enrichment of the state's library resources. Dating from 1975, ILLINET relies on resource sharing to meet the information, recreation and research needs of library users. Individual libraries challenged to meet the requests of their users can do so through statewide cooperative collection management agreements and with a high level of local commitment to interlibrary loan.

The leadership and collegiality of the Illinois State Library, the 10 regional library systems and the member libraries ensure the future of resource sharing in Illinois. Through automation and document delivery, the Illinois library community is assured continued access to information throughout the 21st century.

Note: The first "Illinois Interlibrary Loan Code" was written in 1971. It was revised in 1988, 1993 and 2000. The current revision was completed in 2008.



### ILLINET Interlibrary Loan Code

The ILLINET Interlibrary Loan Code, approved by the Illinois State Library Advisory Committee, endorsed by the Illinois Library Systems, and adopted by the Illinois State Library effective March 12, 2008, governs interlibrary lending policy within ILLINET. Based on the most current American Library Association National Interlibrary Loan Code, this code promotes efficient resource sharing among ILLINET libraries.

#### I. Definition

Interlibrary loan is the process by which a library requests material from, or supplies material to, another library. The purpose of interlibrary loan is to obtain, upon request of a library user, material not available in the user's local library. The terms "requesting library" and "supplying library" are used in preference to "borrowing" and "lending" to cover the exchange of copies as well as loans. Circulation of materials between a central library and its branches is not considered interlibrary loan. Reciprocal borrowing is not within the scope of this document.

#### II. Scope

1. The prerogative of each ILLINET library is to enter into mutually beneficial cooperative agreements in order to meet the needs of its primary clientele. Such agreements are outside the scope of this code. In the absence of prearranged agreements between and among specific libraries, this code governs interlibrary loan among ILLINET libraries.
2. Any type of library material needed by an individual for any purpose, including but not limited to study, instruction, information, recreation, or research may be requested from another library.
3. Any materials, regardless of format, may be requested from another library. The supplying library determines whether the material can be provided.

#### III. Ethics and Responsibilities of ILLINET Libraries

1. Each library will develop collections in response to local needs. Interlibrary loan is an adjunct to, not a substitute for, collection development in individual libraries.
2. To expedite state and nationwide resource sharing initiatives, every ILLINET library should strive to enter and maintain its collection and holdings in a regional, statewide, and/or national electronic database.
3. Each library will offer and promote the availability of interlibrary loan service to its users.
4. Personnel responsible for interlibrary loan in each library must be familiar with relevant interlibrary loan documents and aids, including interlibrary loan codes and procedures, bibliographic tools, and services.
5. Libraries will comply with current Copyright Law (17 U.S.C.) governing both print and digital resources.
6. Interlibrary loan is a mutual relationship and libraries are strongly encouraged to supply materials as freely as they request materials.
7. Each library will ensure the confidentiality of the user.

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8. Each library will be responsible for maintaining a current "online" lending policy for interlibrary loan. The policy should include any schedule of fees/charges, restrictions, preferred methods of delivery and special instructions.
9. Each library will have its borrowing policy available for its users.
10. Each library will clearly identify its materials with a current ownership mark.
11. Each library will collect and annually submit its interlibrary loan statistics to the Illinois State Library.
12. Each library will annually review and update its Every Library in ILLINET (ELI) record.

### IV. Rights & Responsibilities of Requesting Library

1. The requesting library is responsible for compliance with Copyright Law (17 U.S.C.) and its accompanying guidelines, and will inform its users of the applicable portions of the law. An indication of copyright compliance shall be provided with all requests for photocopies.
2. The requesting library is responsible for identifying libraries that own the requested material. The requesting library is responsible for checking the policies of potential suppliers for restrictions, special instructions and information on fees prior to sending a request.
3. The requesting library should avoid sending the majority of its requests to a few libraries. However, each library has the right to determine the best source for the requested material.
4. Requested items will be cited completely and accurately. The requesting library should transmit all interlibrary loan requests in standard bibliographic format in accordance with the protocols of the electronic network or transmission system used. In the absence of an electronically generated form, the elements of the American Library Association Interlibrary Loan Request Form should be used.
5. When items cannot be verified and/or located, "cannot verify" or "cannot locate" will be indicated on the request. The source of reference should also be indicated on the request.
6. The requesting library must honor the supplying library's conditions of loan, including observation of dates and duration of loans, recall notices, fees (if applicable), In Library Use Only and other special handling provisions. The requesting library will convey these conditions to library users.
7. The requesting library will package material to prevent damage in shipping. The requesting library must comply with packaging instructions as required by the supplying library.
8. The requesting library is responsible for borrowed materials from the time they leave the supplying library until they have been received back at the supplying library. If damage or loss occurs, the requesting library is responsible for compensation or replacement, in accordance with the preference of the supplying library.
9. The requesting library is responsible for all authorized fees imposed by the supplying library. The requesting library is responsible for timely processing of payments related to the interlibrary loan transaction.
10. Some libraries permit users to initiate online interlibrary loan requests that are sent directly to potential supplying libraries. The user's home library assumes full responsibility for these user-initiated transactions.

11. Libraries that initiate interlibrary transactions for reciprocal borrowers assume responsibility for that transaction.

### V. Rights & Responsibilities of Supplying Library

1. Libraries are strongly encouraged to implement generous interlibrary loan lending policies with due consideration for the needs of their primary clientele.
2. The supplying library will search, locate, send, reply to, refer or cancel all ILL requests within a maximum of three working days of receipt.
3. The supplying library may return a request unfilled when bibliographic data and location are incomplete.
4. The supplying library will send a copy of the request or sufficient information to identify the request along with any materials provided.
5. The supplying library will notify the requesting library of dates and duration of loans for the materials, renewal policies, In Library Use Only, and special handling and other packaging instructions.
6. The supplying library has the right to recall its material at any time.
7. The supplying library will send any bills within one year of the due date of the item.

### VI. Rush and Urgent Requests

1. "Rush" service requests are those in which the requesting library designates the request to be "Rush" and requires the item to be processed and sent within 24 hours/one working day.
2. "Urgent" service requests are those in which the requesting library designates the request to be "Urgent" and requires the item to be processed and received in less than 24 hours.
3. Requesting libraries, which need "Rush" or "Urgent" service requests, will contact the supplying library directly to negotiate conditions and fees.
4. An ILLINET library may, by policy or on a case by case basis, choose not to offer "Rush" or "Urgent" service.

### VII. Fees

1. ILLINET libraries may not assess fees for the loan of returnables to other ILLINET libraries, except as noted under the provision for "Rush" or "Urgent" service requests in Section VI.
2. ILLINET libraries are encouraged to absorb the cost of providing photocopies; however, some ILLINET libraries may be required to assess fees for photocopies.
3. If a library chooses not to use Intra-System Delivery or Illinois Library Delivery Service (ILDS), the library must negotiate special shipping conditions with the requesting/supplying library prior to shipment of the item.
4. Libraries that assess service fees for "Rush" or "Urgent" delivery will make its policies available on request.
5. Libraries will not assess overdue fines to other libraries.

**VIII. Violation of the Code**

1. Should a violation occur, these procedures should be followed:
  - a. The requesting/supplying library is responsible for informing the requesting/supplying library of any failure to observe the provisions of this code.
  - b. A library may suspend service to any library that disregards its policies. Such action requires written notification to the suspended library, specifying the terms and duration of the suspension. A copy of all documentation should be sent to the regional library system(s).
  - c. The requesting/supplying library also is responsible for reviewing ongoing circumstances and for reinstatement of borrowing privileges. These should be done on a timely basis. The requesting/supplying library should provide written notification of this action to the suspended library and the regional library system(s).
  
2. Should violations continue, the following procedures should be followed:
  - a. Same regional library system — Should a library continue to commit requesting/supplying violations, the other library or libraries may request the regional library system serve as negotiator. The request must be written and a copy should go to the library allegedly committing the violations and to the regional library system.
  - b. Two regional library systems — Should the libraries be in two different regional library systems, those systems should work together as negotiators to resolve the problem. The requesting/supplying library should write a request for negotiation with copies sent to the library allegedly committing the violations and to both regional library systems.
  
3. Continued disregard of the provisions of this code, despite negotiation efforts, will be sufficient reason for suspension of borrowing privileges within ILLINET and may result in the suspension of all ILLINET privileges.
  
4. The following steps are necessary in order to suspend a library's ILLINET privileges:
  - a. The initiating library should provide a written complaint of the continued code violations. The complaint should be directed to the regional library system for documentation of notification (see VIII. 1.) and negotiation (see VIII. 2.) efforts.
  - b. If a second regional library system has been involved in the negotiations, the complaint should be directed to it for documentation of negotiation (see VIII. 2.).
  - c. The regional library system(s) should document the effectiveness of any negotiations. It also will make a recommendation supporting or disputing the initiating library's request for suspension of ILLINET privileges.
  
5. The complete report should be sent by the initiating library's regional library system to all parties involved as well as to the Illinois State Library. The Illinois State Library, in consultation with the regional library system(s), will act on the recommendations in the complaint and decide on the appropriate action in accordance with the Illinois Administrative Code [23 IL ADC 3030.122 and 23 IL ADC 3030.115].

GLOSSARY OF TERMS

**ALA Interlibrary Loan Request Form** — Four-part paper form, approved by the American Library Association and the National Information Standards Organization, used by a library to request an interlibrary loan from another library.

**Borrowing Library** — See Requesting Library.

**CARLI** — The Consortium of Academic and Research Libraries in Illinois (CARLI) was formed to improve the efficiency and cost effectiveness of services, increase the effectiveness of consortia and member library staff efforts, and create opportunities to pursue new programs and services.

**CCG** — The requesting library's indication on a photocopy request that the request conforms to the CONTU "Guidelines for the Proviso of Subsection 108(g)(2)."

**CCL** — The requesting library's indication on a photocopy request that the request conforms to the U.S. Copyright Law, Title 17 U.S.C.

**Consortium** — A group of libraries formally organized to promote common interests and achieve common goals, of which interlibrary loan and resource sharing activities are typical examples.

**CONTU Guidelines** — "The Guidelines for the Proviso of Subsection 108(g)(2)," known as the CONTU Guidelines, were developed by the National Commission on New Technological Uses of Copyrighted Works to assist librarians and copyright proprietors in understanding the amount of photocopying for use in interlibrary loan arrangements permitted under the copyright law.

**Cooperative Agreement** — A binding agreement between two or more parties.

**Cooperative Collection Management** — Cooperative activities include the coordination of selection and purchasing of materials to avoid unnecessary duplication and to make collections complementary to one another. *Standards for the Services of Illinois Multitype Library Systems*. Springfield, Ill.: State of Illinois, 1992.

**Copyright Compliance** — The requesting library is responsible for making certain that the interlibrary loan request conforms to the copyright law or the accompanying guidelines. A supplying library may choose not to process a photocopy request if an indication of copyright compliance is not included. See CCG and CCL.

**Copyright Law** — Federal Copyright Law, Public Law 94-553, codified in Title 17 of the United States Code (U.S.C.), is intended to bring about a balance between the rights of creators and owners of copyrighted works and the needs of users of those works. Copyright law limits what may be copied, sold, and distributed with and without the consent of the copyright owner. The rights of owners are enumerated in Section 106, and the limitations on the owner's rights are listed in Sections 107-118.

**Date Due** — Either the year, month, and day by which the user must return the loaned item to the requesting library or the period of time the item may remain with the requesting library, disregarding the time spent in transit.

**Direct Borrowing** — A user-initiated request, which generally implies an unmediated (library staff not involved in the process) user-initiated request.

**Every Library in ILLINET** — Every Library in ILLINET (ELI) is a service provided by the Illinois State Library. This web interface supplies access to directory and statistical information concerning ILLINET libraries collected by the State Library. Only ILLINET libraries are represented in ELI at [www.librarylearning.info/libraries/](http://www.librarylearning.info/libraries/).

**Fair Use** — Fair use, described in Section 107 of the U.S. Copyright Law, permits limited uses of copyrighted works by individuals who do not own the copyright to the work. The four criteria used to determine fair use are: the purpose of the use; the nature of the copyrighted work; the amount of the work used; and the effect of the use on the potential market.

**FAX** — Electronic transmission of text or graphics using telephone lines.

**ILDS** — The Illinois Library Delivery Service is a dedicated surface delivery system, funded by the Illinois State Library through a grant to CARLI. The ILDS runs between individual library systems and other designated stops throughout the state of Illinois. [illinoisdelivers.net](http://illinoisdelivers.net)

**ILLINET** — Illinois Library and Information Network, a cooperative network of multitype (academic, public, school and special) libraries in Illinois. ILLINET is coordinated by the Illinois State Library. Membership is open to those libraries that are members of one of the 10 regional library systems as defined by the Illinois Library.

**System Act [75 ILCS 10]. ILLINET includes, but is not limited to, ILDS and ILLINET/OCLC services.**  
**Illinois Library Laws & Rules** — Laws relevant to libraries in Illinois.

**In-Library Use Only** — Materials designated by the supplying library as in-library use only must be used only within the requesting library. These items may not be removed from the library.

**Internet** — International "network of networks" that uses protocols to provide file transfer, remote login, electronic mail, listservs, and other services.

**Intra-System Delivery** — Dedicated delivery systems operated by the individual regional library systems for their members. Systems may operate the delivery service or may subcontract for it. Peterson, Fred M. "A Study of the Surface Delivery of Library Material in Illinois." Springfield, Ill.: Illinois State Library, March 1997. Photocopied.

**Lending Library** — See Supplying Library.

**Library Bill of Rights** — A document developed and available from the American Library Association that outlines a user's rights to library services.

**Library Confidentiality Act** — 75 ILCS 70 Et seq. provides legal guaranties of patron confidentiality of circulation of library materials. Circulation records shall not be made available to anyone except by a court order in a criminal proceeding.

**National Information Standards Organization (NISO)** — Organization accredited by the American National Standards Institute to develop and promote technical standards for library, publishing, and information services. Z39.63, Interlibrary Loan Data Elements, is the NISO standard that covers ILL transactions.

**Non-Returnables** — Materials that the supplier/supplying library does not expect to have returned. Examples of nonreturnables include photocopies or facsimiles, fiche to fiche copies, print copies of microfilm, electronic full-text documents and gratis print copies of unpublished reports and/or departmental working papers. Department of Commerce. Bureau of the Census. Integrated PostSecondary Education Data System. Washington, D.C.: U.S. Government Printing Office, 1998.

**Primary Clientele** — A library's user group, defined locally by each library, e.g., taxpayers, students and faculty, local community, etc. and as described in the library's mission statement.

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**Reciprocal Borrowing** — A form of cooperative agreement between two or more libraries allowing their users on-site circulation privileges at another library. For purposes of this policy, reciprocal borrowing does not cover remote circulation (a means of allowing eligible library users to check out materials off site) or interlibrary loan.

**Regional Library System** — As defined by the provisions of the Illinois Library System Act [75 ILCS 10], the central office of an organization of public and other types of libraries that enter into an agreement to provide any or all library services on a cooperative basis.

**Requesting Library** — The library that initiates an interlibrary loan request on behalf of a user. Other synonymous terms include borrowing library and borrower.

**Resource Sharing** — A variety of library or consortial activities designed to improve library services and/or reduce costs. Interlibrary loan and direct borrowing privileges are two examples of resource sharing.

**Returnables** — Materials that the supplier/supplying library expects to have returned. Examples of returnables include books, dissertations, microfilm reels, sound recordings and audiovisual materials. Department of Commerce. Bureau of the Census. Integrated PostSecondary Education Data System. Washington, D.C.: U.S. Government Printing Office, 1998.

**Special Handling Provisions** — Conditions for loaning set by the supplier such as restrictions on copying, in-library use only, or other unique requirements designated by the lender.

**Supplying Library** — The library that fills an interlibrary loan request by either loaning the item or supplying a copy of the item. Other synonymous terms include lending library and lender.

**Telefacsimile** — See Fax

**U.S. Code (USC)** — See Copyright Law.

**User** — Individual that initiates an interlibrary loan request. Other synonymous terms include patron, client, customer, end user, and library user.

**Verification** — The process by which a library determines the accuracy of information.

**Working Days** — Days on which the library is open for service, excluding Saturdays, Sundays or holidays.

### INTERLIBRARY LOAN RESOURCES

#### Interlibrary Loan Codes

##### United States

"Interlibrary Loan Code for the United States." RUSA (Reference and User Services Association). January 2001. ALA (American Library Association). 7 April 2008  
[www.ala.org/rusa/resources/guidelines/interlibrary](http://www.ala.org/rusa/resources/guidelines/interlibrary)

"Interlibrary Loan Code for the United States Explanatory Supplement." RUSA (Reference and User Services Association). January 2001. ALA (American Library Association). 7 April 2008  
[www.ala.org/rusa/resources/guidelines/interlibraryloancode](http://www.ala.org/rusa/resources/guidelines/interlibraryloancode)

International

"International Lending and Document Delivery: Principles and Guidelines for Procedure." IFLANET. March 2001. IFLA (International Federation of Library Associations and Institutions). 21 Jun 2007 [www.ifla.org/VII/2/p3/illdd.htm](http://www.ifla.org/VII/2/p3/illdd.htm)

Overview

Boucher, Virginia. *Interlibrary Loan Practices Handbook*. 2nd ed. Chicago: American Library Association, 1997.

"Interlibrary Loans: ALA Library Fact Sheet Number 8." ALA (American Library Association). September 2005. ALA (American Library Association). 21 Jun 2007 [www.ala.org/tools/libfactsheets/alalibraryfactsheet08](http://www.ala.org/tools/libfactsheets/alalibraryfactsheet08)

"Guidelines and Procedures for Telefacsimile and Electronic Delivery of Interlibrary Loan Requests and Materials." RUSA (Reference and User Services Association). 8 February 1994. RUSA (Reference and User Services Association). 7 April 2008 [www.ala.org/rusa/resources/guidelines/guidelinesprocedures](http://www.ala.org/rusa/resources/guidelines/guidelinesprocedures)

Copyright/Photocopying

"Copyright: United States Copyright Office." Copyright. 19 June 2007. U.S. Copyright Office. 21 Jun 2007 [www.copyright.gov/](http://www.copyright.gov/)

Butler, Rebecca P. *Copyright for Teachers and Librarians*. New York: Neal-Schuman Publishers, 2004.  
Russell, Carrie. *Complete Copyright: An Everyday Guide for Librarians*. Chicago: American Library Association, 2004.

"Guidelines for Preservation Photocopying of Replacement Pages." ALCTS (Association for Library Collections and Technical Services). 1990. ALCTS (Association for Library Collections and Technical Services). 7 April 2008 [www.ala.org/alcts/resources/preserv/presvphotocop](http://www.ala.org/alcts/resources/preserv/presvphotocop)

Shipping/Packaging

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### **Continuing Education/Training**

Beaton, Barbara. "Interlibrary Loan Training and Continuing Education Model Statement of Objectives." RQ 31:2 (Winter, 1991): 177-184.  
Library U: [learning.libraryu.org/home/](http://learning.libraryu.org/home/)

Library U is Web-based training modules available to Illinois library staff 24/7.  
The current ILL module is Essential Elements of Interlibrary Loan.

### **Useful Web Sites**

Hollerich, Mary. "ShareILL." ShareILL. 19 June 2007. 22 Jun 2007  
[www.shareill.org/index.php/Main\\_Page](http://www.shareill.org/index.php/Main_Page)

"Interlibrary Loan Resource Kit." BCR (Bibliographic Center for Research). 03 April 2007. BCR (Bibliographic Center for Research). 22 Jun 2007 [www.bcr.org/productivity/sharing/interlibrary.html](http://www.bcr.org/productivity/sharing/interlibrary.html)  
WebJunction Illinois: [il.webjunction.org/home](http://il.webjunction.org/home) WebJunction Illinois is an online community where library staff meet to share ideas, solve problems, and take online courses.

### **Essential Forms, Directories, and Tools**

ALA Interlibrary Loan Request Form:  
[www.ala.org/rusa/sites/ala.org.rusa/files/content/resources/guidelines/illformprint.pdf](http://www.ala.org/rusa/sites/ala.org.rusa/files/content/resources/guidelines/illformprint.pdf)

ELI (Every Library in ILLINET) Directory:  
[www.librarylearning.info/libraries/](http://www.librarylearning.info/libraries/)

#### **ILDS:**

WebJunction Illinois: [www.webjunction.org/partners/illinois.html](http://www.webjunction.org/partners/illinois.html)

WebJunction Illinois is an online community where library staff meet to share ideas, solve problems, and take online courses.

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## **CIR-2 Appendices**

### **Specific Illinois Acts**

Freedom of Information Act. 5 ILCS 140 et seq.  
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State Records Act. 5 ILCS 160 et seq.

### **Standards – National**

ANSI/NISO Z39.63-1989: Interlibrary Loan Data Elements.

### **Ethics/Intellectual Freedom**

"Intellectual Freedom: The Library Bill of Rights." American Library Association. 24 January 1996.  
American Library Association. 11 Sep 2007  
[www.ala.org/advocacy/intfreedom/librarybill](http://www.ala.org/advocacy/intfreedom/librarybill)

Intellectual Freedom Manual. 7th ed. Chicago, IL: American Library Association, 2005.

## **Reaching Across Illinois Library System (RAILS)**

### **Resource Sharing Policy**

#### **Revision Control**

RAILS Resource Sharing Policy – APPROVED by Merger Transition Board May 18, 2011

RAILS Resource Sharing Policy – APPROVED by RAILS Board December 19, 2011

#### **I. INTRODUCTION**

The document Standards for the Services of Illinois Multitype Library Systems provides that system reciprocal access programs allow persons with a valid library card or library identification on-site/on-shelf access to materials in collections of ILLINET libraries. Reciprocal borrowing, a special form of reciprocal access, allows persons to borrow materials directly from ILLINET libraries.

The purpose of this policy is to ensure that patrons of libraries of each RAILS library have access to resources of all RAILS libraries and to establish guidelines for such access, including but not exclusive to reciprocal borrowing among public libraries.

It is expected that each library will participate in reciprocal access as completely as possible within any organizational or legal limitations that may be necessary. It is understood that each type of library may have special conditions that require variations of reciprocal access. For example, while a public library is expected to participate fully via reciprocal borrowing, there may be some local limitations on the service, such as the number of books per patron. A special library may provide reference service only by telephone, due to parent organization restrictions. A school library may have limited hours. An academic library may have collections on reserve for classes.

All system policies governing all aspects of the system's Resource Sharing Plan, including any and all fees that may apply, shall be posted on the system's website.

#### **II. RECIPROCAL ACCESS**

A. Definition: Reciprocal Access is the means by which the library resources of all member libraries of a library system are made available to all constituents within the system area. These means may include some necessary and reasonable restrictions approved by the RAILS Board of Directors.

##### **B. Responsibilities:**

###### **1. Each member library will:**

- a) Establish its own criteria for valid library privileges in keeping with state and local laws and/or requirements of the parent organization.
- b) Establish, post, and report local policies regarding reciprocal access to the ILLINET Resource Sharing Policy Directory.
- c) Share resources, complying with RAILS policy and procedures (such as those for Reciprocal Borrowing, Interlibrary Loan, etc.)
- d) Cover the cost of materials lost by its patrons via reciprocal borrowing, according to RAILS policy and procedures.
- e) Collect and report required statistics.

###### **2. RAILS will:**

- a) Monitor and evaluate reciprocal access among RAILS libraries.
- b) Collect and publish regularly statistics and information about reciprocal access activities at member libraries.
- c) Keep member libraries informed of new developments concerning reciprocal access.

d) Designate a staff member to coordinate, monitor and guide the reciprocal access program.

### III. INTERLIBRARY LOAN

A. Definition: Interlibrary loans are the transfer of print and non-print library materials or a copy of those materials from one ILLINET library to another in response to a specific patron request.

B. Responsibilities: As a requirement of RAILS membership, each library must agree to lend materials according to the ILLINET Interlibrary Loan Code.

C. RAILS will designate a staff member to coordinate, monitor and guide the Interlibrary Loan program.

### IV. RECIPROCAL BORROWING

A. Definition: The right of a person holding a current library card valid for system-wide borrowing from a full member public library to borrow on-site from all the other public libraries which are full members of the library system without using interlibrary loan mechanisms.

B. Responsibilities—member public libraries:

1. Each public library member will:

a) Apply the same rules for reciprocal borrowers and for local patrons regarding the lending of various formats of materials. The rules may exclude videotapes, audiotapes, compact discs, computer software, DVDs, and original artwork

b) Apply the same rules for reciprocal borrowers and for local patrons except that a RAILS library.

(1) May impose a loan limitation no more restrictive than three items per reciprocal borrower's card per visit, provided that reciprocal borrowing by residents from other libraries accounted for at least 10% of the library's total annual circulation in the two immediately preceding fiscal years based on an annual evaluation.

(2) When imposing loan restrictions on reciprocal borrowers' cards this information will be available on the ILLINET Resource Sharing Policy Directory

c) Reimburse member libraries when billed for patrons' losses via reciprocal borrowing.

d) Extend reciprocal borrowing privileges

(1) To resident patrons in good standing

(2) By participating library to nonresident patrons who have purchased a nonresident card

e) Honor library cards of patrons from libraries in other Illinois Library Systems.

f) For non-LLSAP members: maintain reciprocal borrowing statistics and forward them to RAILS as directed.

2. RAILS will collect and publish reciprocal borrowing statistics supplied by member public libraries

C. Responsibilities—member academic, school, and special libraries:

1. Each member academic, school, and special library may choose to lend materials to a patron with a card that is valid for reciprocal borrowing. In such cases, the library will:

a) Check the status of the patron card with the home library or online database before circulating materials.

b) Maintain statistics on use of such cards and supply them to RAILS as directed.

c) Follow other relevant reciprocal borrowing procedures established by RAILS.

D. RAILS will designate a staff member to coordinate, monitor and guide the Reciprocal Borrowing program.

## **V. DELIVERY**

A. Delivery of interlibrary loan library materials is one of the core services for Illinois Library Systems as defined by the Illinois State Library to encourage the sharing of resources by Illinois libraries. RAILS supports and advocates resource sharing as critical to the success of its member libraries. To this end the following policy has been developed.

B. In compliance with the Standards for the Services of Illinois Multitype Library Systems, RAILS van delivery service will deliver the following items:

1. Library materials, defined as items that are classified, cataloged, and available for loan.
2. Items sent out from RAILS, the Illinois State Library (ISL), or the Illinois Secretary of State (SOS)

C. The following are included among items that will not be delivered by RAILS delivery service:

1. Items that are individually addressed and can be mailed via the U.S. Postal Service.
  2. Library newsletters which may be mailed, exchanged at networking group meetings, or obtained online.
  3. Bulk items intended for distribution to the public.
- D. All other items will be delivered at the discretion of the RAILS staff.

### **REFERENCE DOCUMENTS:**

- The ILLINET Interlibrary Loan Code
- Standards for Services of Illinois Multitype Library Systems