## Interlibrary Loan Policy

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 or the SWAN consortium from other libraries and to provide materials from our collections to other libraries.

Material not available within the Library and SWAN consortium catalog may be obtained through 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 ILLINET Interlibrary Loan Code, the Illinois Intersytem 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

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

- Reference materials
- Special local history & genealogy materials
- Materials that must be checked out at Messenger Public Library
- Current issues of periodicals
- Video games
- Audio-Visual materials will not be loaned out-of-state
- Multiple seasons of TV shows
- Buddy Bags

**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 SWAN consortium (Intralibrary 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 will provide photocopies to requesting libraries from non-circulating materials. There will be no charge for photocopies provided.

The Messenger Public Library shall be ultimately responsible for replacement of lost or damaged 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 for use of its materials

The Messenger Public Library does not charge other libraries for overdue Messenger Public Library materials.

**Interlibrary Loan Policy (cont)**

**Lending Periods and Renewals**

The Messenger Public Library will loan materials to individuals for the loan period set by the lending library.

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.

**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 Loans 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.

Any fees charged to the Messenger Public Library by other libraries will be the responsibility of the patron. Fees will be prepaid by check, made out to the lending library.

**Interlibrary Loan Policy (cont)**

**Appendices:**

**ILLINET Interlibrary Loan Code**
**http://www.cyberdriveillinois.com/publications/pdf_publications/lda130.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:**

**ILLINET – Illinois Library and Information Network**
**Intralibrary Loan - Loans made within the SWAN consortium**
**Interlibrary Loan – Loans made outside of the SWAN consortium**
**SWAN – System Wide Automated Network**
**OCLC – Online Computer Library Center**
**RAILS – Reaching Across Illinois Library Systems**
**WorldCat – A union catalog libraries in 112 countries that participate in the OCLC global cooperative.**