

LINCOLN LIBRARY INTERLIBRARY LOAN POLICY

Interlibrary loans are those transactions by which one library makes its material resources available to another library. Lincoln Library views this cooperative resource sharing as an essential service and one that the public is encouraged to utilize.

Lincoln Library subscribes to the American Library Association's National Interlibrary Loan Code and to the Illinois ILLINET* Interlibrary Loan Code adopted 2000. The Illinois code states "Interlibrary loan is a mutual relationship and libraries are strongly encouraged to supply materials as freely as they request materials."

I. LOANING MATERIAL TO OTHER LIBRARIES

A. General Provisions

1. In compliance with the Illinois ILLINET Interlibrary Loan Code, Lincoln Library shall lend without charge most items that normally circulate.

a) Lincoln Library shall not loan reference materials, items on a request list, Sangamon Valley non-circulating materials, periodicals, or microforms.

b) Lincoln Library shall send a copy of a requested periodical or microform article.

c) In rare circumstances, exceptions shall be made to allow the loan of the materials above. Permission must be obtained from the appropriate Lincoln Library Division Manager.

2. Lincoln Library shall search, locate, and send; or reply, refer, or cancel all requests from borrowing institutions within four working days of receipt of the request.

a) Lincoln Library shall not offer "Rush" or "Urgent" Service.

b) Lincoln Library shall not offer International Lending.

3. Lincoln Library shall notify the borrowing library of dates and duration of loans on Lincoln Library material, renewal policies, special handling provisions, and when items are overdue. If possible, the lending library shall send a copy of the original request along with any material loaned.

a) All materials shall be loaned for six weeks.

b) All materials may be renewed to the borrowing library for four weeks. Permission must be obtained from the appropriate Lincoln Library Division Manager.

B. Request Forms

1. Lincoln Library shall accept requests made on American Library Association (ALA) Interlibrary Loan Request forms, through the Online Computer Library Center (OCLC), telefacsimile, or e-mail.
2. Telephone requests made by other libraries must be followed by a standard request (see B1.) before requested materials are sent.
3. Request forms shall be in compliance with current copyright law (Title 17, US Code) and indicate such when appropriate.

C. Requests for Copies

1. All copies made by Lincoln Library shall carry the copyright disclaimer statement – “Notice: This material may be protected by Copyright Law (Title 17, U.S. Code) and the National Commission on New Technological Uses of Copyrighted Works (CONTU) guidelines on "Photocopying Interlibrary Arrangements" including "Guidelines for the Proviso of Subsection 108(g)(2)," – on the first page of the copy.
2. Lincoln Library shall photocopy material, including microform, free of charge up to a maximum of 50 pages.
3. Lincoln Library shall only fax copies library to library up to a maximum of 10 pages. The decision to send copies by telefacsimile shall be made by the Technical Services Division Manager.

D. Fees

1. Lincoln Library shall send loaned materials free through the Illinois Library Delivery System whenever possible.
2. Lincoln Library shall absorb the cost of insurance and library-rate postage when mailing loaned materials to the requesting libraries.
3. Lincoln Library shall charge the borrower the cost of special delivery, such as UPS, Fed Ex, or other private courier services. Special delivery shall be used only with approval of the requesting library.
4. Overdue fines shall not be applied to material loaned to other libraries.
5. Requesting libraries shall be charged the retail price at time of acquisition for the loaned material if it is lost, damaged or not returned within 180 days of the due date.

II. BORROWING MATERIAL FROM OTHER LIBRARIES

A. General Provisions

1. Lincoln Library strives to provide the resources to meet the ordinary needs and interests of its primary clientele. Material requested from another library should generally be limited to those items that do not conform to the library's collection development policy or for which there is no recurring demand.

a) Lincoln Library shall request through interlibrary loan any material, regardless of format, not available at Lincoln Library. These requests shall be processed in a timely manner.

b) Lincoln Library shall not request material from lenders outside the United States.

2. Each item requested shall be verified and located using standard bibliographic tools, and sources of verification shall be cited.

a) Requested items shall be described completely and accurately.

b) Regardless of means of transmission, requests shall be made using accepted ALA standards for bibliographic citations.

3. Lincoln Library shall check the policies of potential lenders for special instructions, restrictions, and information on charges prior to sending a request. Lincoln Library shall be responsible for all authorized charges imposed by the supplying library.

a) Lincoln Library shall honor and convey to its customers the lending library's conditions of loan including duration of loans, use restrictions, recall notices, fees (if applicable), and special handling provisions.

b) Lincoln Library shall assume responsibility for borrowed material from the time the material leaves the lending library until it is returned and received by the lending library.

c) Lincoln Library shall be responsible for returning loaned material promptly and safely, and for all compensation including fees, repair, or replacement in accordance with the policy of the lending library.

4. Upon arrival at Lincoln Library, material shall be prepared for immediate checkout, and notification shall be mailed to customers.

a) Materials shall be held for customers for one week after notification.

b) The loan period to the customer shall be consistent with the Circulation Policy loan periods, but no renewal period shall be allowed.

B. Requests for Copies

1. Lincoln Library shall agree to indicate on all appropriate forms that the request Conforms to Copyright Guidelines and Conforms to Copyright Law (Section 108 (g) (2) guidelines.)
2. Lincoln Library shall reserve the right to refuse to accept a request for a copy when it is in violation of copyright law; if the amount or substantiality of the portion requested for copy infringes on the fair-use clause of the copyright law.

C. Customer Requirements

1. The requesting customer must have a valid Rolling Prairie Library System resident or non-resident public library, or Illinois reciprocal borrower's card in good standing before an item will be requested through interlibrary loan.
 - a) Lincoln Library shall not process requests for a delinquent customer who has any overdue material or overdue fines in excess of \$5.00.
 - b) Lincoln Library shall not process requests for a delinquent customer who has lost or damaged charges in excess of \$5.00.

D. Fees

1. Lincoln Library shall loan most materials obtained through interlibrary loan without assessing an in-house charge.
2. With the exception of microfilm, Lincoln Library shall not borrow material from institutions that impose fees for lending.
 - a) Lincoln Library shall inform requesting customers of charges assessed by the lending institution for microfilm at the time a request is submitted. Customers will be responsible for paying these charges.
 - b) Customers shall be charged per reel of microfilm borrowed from a rental company, payable at the time of the request. The charge shall be equal to that set by the rental company.
3. Lincoln Library shall absorb the cost of all return postage and insurance on materials borrowed from within the continental United States.

4. The borrowing customer must pay fines on overdue interlibrary loaned material when the material is returned after the due date, but prior to billing from the lending library. Lincoln Library shall charge the customer at the same daily rate charged for Lincoln Library owned materials.

5. In the event Lincoln Library pays the lending library for a billed overdue item, the borrowing customer must reimburse Lincoln Library the full cost and fees charged by the lending library, even if the customer later returns the borrowed material. Failure to do so will result in the suspension of borrowing privileges.

6. The borrowing customer must pay specified non-refundable cost and accompanying service fee charged by the lending library if an interlibrary loaned item is lost or damaged. Failure to pay these charges will result in the suspension of borrowing privileges.

a) If the lending library prefers to have a lost item replaced, the customer shall be charged the list price of the item plus a \$10.00 processing fee.

III. CONFIDENTIALITY

- A. It is the responsibility of the requesting or supplying library to ensure the confidentiality of the users and their requests.
- B. All records identifying the names of library users with specific requests for materials are confidential in nature.
- C. Confidentiality applies to all users regardless of their age.

Adopted by the
Lincoln Library Board of Trustees:
November 17, 2004

*ILLINET - As partners in the Illinois Library and Information Network, more than 4000 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 fill the information, recreation and research needs of library users. Individual libraries, financially and programmatically challenged to meet the requests of their users, can do so through statewide cooperative collection management agreements and a high level of local commitment to interlibrary loan.