

EUREKA PUBLIC LIBRARY DISTRICT

INTERLIBRARY LOAN POLICY

Definition of Interlibrary Loan:

Interlibrary loan is a service that allows Eureka Public Library District (EPLD) cardholders to borrow materials from other libraries. Through the same process, EPLD loans materials to libraries elsewhere. The service can extend beyond the state of Illinois to other states and foreign countries that participate in the Online Computer Library Center (OCLC). Lending libraries may impose restrictions upon borrowed materials, including but not limited to in-library usage and reimbursement for postage or shipping costs.

Interlibrary loan is encouraged at EPLD as a method to support and expand our patrons' access to materials, but is not a substitute for the development of the collection owned by EPLD. The process for supplying requested items begins with that is available in the current collection housed at Eureka Public Library, and is then expanded to include all library collections within the RSA (Resource Sharing Alliance) lending libraries, followed by what is available throughout the state of Illinois through OCLC. Eureka Public Library District complies with the Illinois State Library's ILLINET Interlibrary Loan Code.

Borrowing through Interlibrary Loan:

EPLD cardholders whose accounts are in good standing may borrow items through interlibrary loan. Materials borrowed are loaned under EPLD's lending policies, unless otherwise instructed by the loaning library.

To request an item not owned by EPLD:

- Fill out the Interlibrary Loan Request form available at the main circulation desk. Requests can also be placed online through the library website, www.eurekapl.org, or by phone at 309-467-2922.
- Cardholders can also place "hold" requests for materials available at RSA libraries by using the library catalog found on the home page of the library website, www.eurekapl.org. Cardholders will need their bar code number and PIN to place a hold. These holds can be monitored through the cardholder's account. Requests for materials not available through RSA catalog can be monitored only through contact with EPLD's interlibrary loan staff.
- Cardholders with outstanding fines of \$5 or more will find borrowing privileges suspended until all or some of the fines have been paid.

What may be borrowed:

Many types of materials for both children and adults are available through Interlibrary Loan, including books, large-print materials, DVDs, Blu-rays, CDs, and Playaways. Some items, including items new to a library's collection, could be withheld by the lending library, depending upon the library's lending policy. RSA has established limits to the number of items which can be placed on hold by card users profile. They are: adults/non-residents – 25 items; juvenile/student – 15 items; and homeschool – 50 items.

Fees:

There are no fees for in-state Interlibrary Loan borrowing. Out of state libraries may charge a fee to recover shipping costs for items coming to Eureka Public Library cardholders, and EPLD will charge cardholders for return postage on all out of state items. Cardholders will be made aware of any fees before requests are processed.

Processing time:

Processing times vary based upon availability and are beyond the control of the library. Items will be processed upon arrival at the library, and cardholders will be notified by phone as soon as an item is available.

Loaning period:

The loaning period is determined by the lending library. If a lending period is not provided, EPLD's lending policies apply.

Renewals:

Renewals are determined by the lending library and must be requested before the due date. Renewals are not guaranteed.

Patron responsibility:

As with any item borrowed from the library, the cardholder is responsible for the care of the item. All borrowed items must be returned in a timely manner. For any item returned after the due date, or should an item be lost or damaged, the cardholder is responsible and the cardholder can be charged late fees, and/or the replacement cost of the item and any processing fee charged by the lending library.

EPLD believes it is very important to preserve the rights of the cardholder and of EPLD as an institutional borrower. Consistent abuse of Interlibrary Loan materials or privileges can result in the suspension of cardholder privileges.

Interlibrary Loan Lending:

Users:

EPLD will lend materials to any library that participates in Interlibrary Loan. All materials are considered to be on loan from EPLD to the borrowing library, and the borrowing library is responsible for the timely return of these materials.

Submission of requests:

Illinois libraries may submit requests through RSA catalog, OCLC, by fax (309-467-3527), or by phone, 309-467-2922, (preferred methods would be RSA catalog or OCLC when possible). In-state items will be sent ILDS. OCLC, phone, and fax requests are accepted from libraries outside of Illinois as well.

What can be borrowed:

EPLD will lend most materials in its collection via Interlibrary Loan with the exception of magazines, materials deemed too fragile, or items considered irreplaceable. Special requests will be considered on an individual basis.

Lending period:

Items sent outside of the RSA catalog system are assigned a due date at the discretion of EPLD Interlibrary Loan staff, typically no less than 3-4 weeks. Renewals must be confirmed through EPLD Interlibrary Loan staff. Materials are often available for renewal.

Fees:

In-state (deliverable through ILDS) materials have no fees attached. EPLD does charge postage for items that are shipped out of state. An invoice will be provided separately, and can be requested via email.

Typically, photocopies are made free of charge unless a large quantity is requested, at which point EPLD will request compensation.

Lost materials:

EPLD will charge a fee for a lost or damaged item equal to the replacement cost, plus \$5 for processing. The borrowing library is responsible for these fees.

Adopted 9/21/2015

Reviewed by the EPLD Board 3/29/19

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