



## INTERLIBRARY LOAN POLICY

Interlibrary loans are transactions in which library materials are made available from one library to another.

- A. The Library shall participate within the guidelines of all Illinois Library and Information Networks (ILLINET) and current library system interlibrary loan agreements and protocols.
- B. Interlibrary loan service from the Library's catalog of holdings for Cooperative Computer Services (CCS) libraries shall be offered to all patrons when appropriate, regardless of residency or age. Requests for materials from libraries that do not belong to the current consortium will be submitted for Glencoe residents only. There will be no service charge connected with the provision of interlibrary loan materials other than passing on to the patron any charges established by the lending library. Patrons will be notified and must approve of any charges prior to the Library placing the request.
- C. All library materials shall be made available to requesting libraries with the following exceptions: audiovisual equipment, reference materials, new materials still in demand, and other materials restricted to in-house checkout by Glencoe cardholders only.
- D. The Library shall initiate processing of requests within one working day of receipt and shall complete the transaction within three working days of receipt.
- E. The Library shall notify the requesting library promptly if material is not being sent.
- F. Material not on reserve for another patron is available for renewal with the exception of new books which are so indicated.
- G. The Library is responsible for compliance with copyright law (Title 17, U.S. Code) and its accompanying guidelines and shall inform patrons of the applicable portions of the law.
- H. The Library shall thoroughly check its own collections before initiating interlibrary loan requests.
- I. All electronic files involved in interlibrary loan transactions shall be kept up to date in regard to status of request.
- J. The Library shall honor the lending library's conditions of loan, including cost of repair or replacement.

Adopted	September 17, 1997
Reviewed	November 15, 2006
Revised	September 20, 2018