

LINCOLN TRAIL LIBRARIES SYSTEM INTERLIBRARY LOAN POLICY

Adopted May 16, 1994

Introduction and Purpose

Interlibrary loan service of all forms of materials is essential to the vitality of libraries of all types and sizes as a means of greatly expanding the range of materials available to users. Lending between libraries is in the public interest and should be encouraged. On the other hand, interlibrary loan should serve as an adjunct to, not a substitute for, collection development at the local level.

Among Lincoln Trail libraries, resource sharing and cooperation have long been seen as high priorities. Lincoln Trail and its members are active participants in the ILLINET (Illinois Library and Information Network) statewide resource sharing network. Lincoln Trail Libraries System members are committed to locating and facilitating the provision of material requested by patrons of an ILLINET member library, without assessing Interlibrary Loan fees, and with as few restraints as possible.

It is expected that System members will be responsible for requesting and filling interlibrary loan requests directly between LTLS and other ILLINET member libraries. LTLS facilitates other non-ILLINET and out-of-state interlibrary loan borrowing and lending for member libraries.

LTLS and member libraries act within the guidelines of the current ILLINET Interlibrary Loan Code and of the current American Library Association National Interlibrary Loan Code for the United States. This policy meets or exceeds minimum requirements of the state-wide ILLINET Code and outlines more specific policy agreements unique to interlibrary loan service within Lincoln Trail Libraries System.

I. Definition

Interlibrary loans are transactions in which library materials, or a copy of material, is made available from one library to another. An interlibrary loan is defined as a transaction in which the material moves from library to library.

II. Scope

This policy covers the loan of non-confidential, non-proprietary material (in all formats), or copies thereof, which are requested by or loaned by LTLS member libraries in accordance with the current ILLINET Interlibrary Loan Code and with this policy. If appropriate, sections of this policy outline additional guidelines applicable specifically for in-system rather than statewide ILLINET Interlibrary loan.

III. Responsibilities of All Libraries

A. Each library shall comply with the current ILLINET Interlibrary Loan Code and shall file local interlibrary loan policies with the System, in accordance with the Code.

- B. Each library shall participate in the LTLS Union List of Serials project and/or make its periodical holdings readily available to other libraries by electronic or alternative union list means.
- C. Notice of violations of this policy which are not satisfactorily resolved by the borrowing and lending library should be submitted in writing to Lincoln Trail Libraries System, in accordance with current Interlibrary Loan ILLINET Code provisions.

IV. Responsibilities of Borrowing Libraries

- A. Each library should provide the resources to meet the ordinary needs and interests of its primary clientele. Materials requested from another library under this policy should generally be limited to those items for which there is no recurring demand.
- B. Borrowing libraries should make every effort to develop and use local collection resources before requesting resources through interlibrary loan. Requesting libraries should next locate and directly request resources within Lincoln Trail Libraries System. Only after it has been determined that these regional resources are not available should requests be sent statewide or out-of-state.
- C. Libraries shall make interlibrary loan requests directly to any LTLS or ILLINET owning library, utilizing the LTLS Union List of Serials, LINC (LTLS automated shared database), ILLINET Online, or other means of verification and location access.
- D. Requested material shall be described as completely and accurately as possible. Regardless of means of request transmission (electronic, FAX, or paper), requests shall be made using accepted ALA standards for bibliographic citations.
- E. The borrowing library is responsible for compliance with the copyright law (Title 17, U. S. Code) and its accompanying guidelines, and should inform its users of the applicable portions of the law, including public performance guidelines for audio-visual materials. An indication of compliance shall be provided with all copy requests.
- F. The safety of materials borrowed through interlibrary loan is the responsibility of the borrowing library from the time the material leaves the lending library until it is returned to the lending library, unless loss or damage is determined to be the responsibility of the transporting agency. The borrowing library is responsible for handling the material so as to ensure its return in good condition. If damage or loss occurs, the borrowing library must meet all costs of repairs or replacement, in accordance with the preferences of the lending library.
- G. The borrowing library shall honor the lending library's conditions of loan, including observation of dates and duration of loans, fees (if applicable), and special handling provisions. Unless specifically forbidden by the lending library, copying of interlibrary loan material

is permitted provided that it is in accordance with the copyright law and no damage to the original material will result.

H. Each library shall inform its users of interlibrary loan and its purpose. Any library patron in good standing should be eligible for interlibrary loan.

V. Responsibilities of Lending Libraries

A. Within LTLS libraries shall lend materials on the same basis as they lend materials to their own patrons. In addition, and in accordance with the ILLINET Interlibrary Loan Code, libraries are strongly encouraged to implement generous lending policies regarding other ILLINET members, with due consideration for the needs of their primary clientele.

B. Lending libraries shall accept adequately verified requests from LTLS and other ILLINET borrowing libraries via electronic, FAX, and paper means.

C. The lending library shall search, locate and send, or reply, refer or cancel all interlibrary loan requests promptly, within two working days of receipt of System member requests and within four working days of receipt of other ILLINET member requests.

D. Libraries may not charge fees for loans of originals to other LTLS libraries (unless under EXPRESS conditions as outlined in the ILLINET Interlibrary Loan Code.)

E. Members are encouraged to absorb the costs of providing photocopy service within the System and shall not charge fees for the provision of photocopies up to 20 pages in length for other system members; if libraries choose not to absorb total costs for articles exceeding 20 pages, system members shall charge a flat fee of \$5.00 per each such article and shall attach a bill to the filled request.

F. Members are encouraged to absorb the costs of sending journal articles via FAX within the system, and shall not charge fees for the FAX provision of articles up to ten pages in length for other system members: if libraries choose not to absorb total FAX cost for articles exceeding ten pages, system members shall charge a flat fee of \$5.00 per such article and shall submit a bill with the filled request.

G. The lending library is responsible for clearly and safely packaging and labeling materials for loan in accordance with System and statewide Illinois Library Delivery System (ILDS) guidelines and for communicating directly with the borrowing library regarding overdues, lost material billing charges, photocopy or fax fee billing, or apparent failure to follow the provisions of the policy.

H. The duration of loan is set by the lending library. The loan period should be comparable to that granted local patrons.

VI. Responsibilities of Lincoln Trail libraries System

- A. LTLS communicates developments in system, state or national interlibrary loan policies to member libraries.
- B. LTLS acts as a clearinghouse for member library interlibrary loan policies/procedures in accordance with provisions of the current ILLINET Interlibrary Loan Code and monitors compliance.
- C. LTLS monitors and coordinates interlibrary loan activity and use patterns within the system, with the goal being to maintain an efficient and effective interlibrary loan system.
- D. LTLS facilitates out-of-state and non-ILLINET interlibrary loan borrowing and lending by utilizing a wide range of electronic and print bibliographic access tools to locate and borrow materials not found by member libraries. The System also enters into reciprocal agreements with other library agencies which benefit system member resource sharing needs.
- E. LTLS provides documentation and training for System and ILLINET interlibrary loan policies and procedures as needed.
- F. LTLS promotes the use of interlibrary loan services by member libraries and coordinates services which support the interlibrary loan activities of its member libraries, including administration of LINC (LTLS shared online database) and a systemwide union list of serials.
- G. LTLS periodically reviews with member input, policy and procedures for interlibrary loan.

VII. Compliance with Policy

- A. Each member library is responsible for maintaining the provisions of this policy in good faith. Any possible violations of the System policy should be reported in writing to the offending library and to the System. Member libraries should communicate with one another promptly to resolve the problem.
- B. Lincoln Trail Libraries System mediates if libraries are unable to resolve instances of repeated non-compliance and, if necessary, will suspend interlibrary loan borrowing privileges of libraries which show continued disregard of this policy, in accordance with provisions outlined in the current ILLINET Interlibrary Loan Code.

Adopted by LTLS Board May 16, 1994

Supercedes: LTLS Interlibrary Loan Policy (June 1987), Audiovisual Interlibrary Loan Policy (January 1990), and Cooperative Interlibrary Loan Requirements (November 1987)