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LINCOLN TRAIL LIBRARIES SYSTEM INTERLIBRARY LOAN POLICY

Adopted May 16, 1994

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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.

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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.

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It is expected that System members will be responsible for requesting and filling interlibrary loan requests directly between LTLS and other ILLINET member libraries, *utilizing LINC (LTLS Online Catalog), SILC (Statewide Illinois Library Catalog), Illinet Online, OCLC and other online catalogs.* LTLS facilitates other non-ILLINET and out-of-state interlibrary loan borrowing and lending for member libraries.

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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.

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I. Definition

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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.

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II. Scope

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—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.

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III. Responsibilities of All Libraries

54 _____A. Each library shall comply with the current ILLINET Interlibrary Loan
55 Code _____ and shall file local interlibrary loan policies with the System, in _____
56 _____ accordance with the Code.
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58 _____B. Each library shall participate in the ~~LTLS-Statewide~~ Union List of
59 Serials project _____ and/or make its periodical holdings readily available to
60 other libraries by _____ electronic or alternative union list means.
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62 _____C. Notice of violations of this policy which are not satisfactorily
63 resolved by-
64 _____ the borrowing and lending library should be submitted in writing to
65 _____ Lincoln Trail Libraries System, in accordance with current
66 Interlibrary _____ Loan ILLINET Code provisions.
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68 69 **IV. Responsibilities of Borrowing Libraries**

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71 _____A. Each library should provide the resources to meet the ordinary
72 needs _____ and interests of its primary clientele. Materials requested from
73 another _____ library under this policy should generally be limited to
74 those items for _____ which there is no recurring demand.
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76 _____B. Borrowing libraries should make every effort to develop and use
77 local _____ collection resources before requesting resources through _____
78 _____ interlibrary loan. Requesting libraries should next locate and directly _____
79 _____ request resources within Lincoln Trail Libraries System. Only after it has _____
80 _____ been determined that these- regional resources are not available should _____
81 _____ requests be sent statewide or out-of-state.
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85 _____C. Libraries shall make interlibrary loan requests directly to any LTLS or-
86 _____ ILLINET owning library, utilizing the ~~LTLS-Statewide~~ Union List of Serials,
87 LINC (LTLS-
88 _____ ~~automated shared database~~ *online catalog*), *SILC (Statewide Illinois Library*
89 *Catalog)*, *OCLC*, ILLINET Online, or other -means of
90 _____ verification and location access.
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92 _____D. Requested material shall be described as completely and
93 accurately as _____ possible. Regardless of means of request transmission-
94 ~~(electronic, FAX, _____ or paper)~~, requests shall be made using accepted
95 ALA standards for _____ bibliographic citations.
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98 _____E. The borrowing library is responsible for compliance with the
99 copyright ~~l~~ _____ law (Title 17, U. S. Code) and its accompanying guidelines,
100 and should _____ inform its -users of the applicable portions of the law,
101 including ~~publi~~ *public*
102 ~~€~~

103 _____ performance guidelines for audio-visual materials. An indication
104 of _____ compliance- shall be provided with all copy requests.
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106 _____F. The safety of materials borrowed through interlibrary loan is the _____
107 _____ responsibility of the borrowing library from the time the material leaves _____
108 _____ the lending library until it is returned to the lending library, unless loss _____

109 _____or damage is determined to be the responsibility of the transporting _____
110 _____agency. The borrowing library is responsible for handling the material _____
111 _____so as to ensure its return in good condition. If damage or loss occurs, _____
112 _____, the borrowing library must meet all costs of repairs or replacement, in _____
113 _____accordance with the preferences of the lending library.

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115 _____G. The borrowing library shall honor the lending library's conditions of _____
116 _____loan, including observation of dates and duration of loans, fees (if _____
117 _____applicable), and special handling provisions. Unless specifically _____
118 _____forbidden by the lending library, copying of interlibrary loan material _____
119 _____is permitted provided that it is in accordance with the copyright law and _____
120 _____no damage to the original material will result.

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122 _____H. Each library shall inform its users of interlibrary loan and its _____
123 purpose. _____Any library patron in good standing should be eligible for _____
124 interlibrary_____ loan.

125 126 127 **V. Responsibilities of Lending Libraries**

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129 _____A. Within LTLS- libraries shall lend materials on the same basis as _____
130 they lend _____materials to their own patrons *with due consideration for*
131 *the needs of their primary clientele*. In addition, and in accordance with the _____
132 _____ILLINET Interlibrary Loan Code, libraries are strongly encouraged to _____
133 _____implement generous lending policies regarding other ILLINET members, _____
134 _____~~with due consideration for the needs of their primary clientele.~~

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136 ~~_____B. Lending libraries shall accept adequately verified requests from LTLS _____~~
137 ~~_____and other ILLINET borrowing libraries via electronic, FAX, and paper _____~~
138 ~~_____means.~~

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140 _____C. The lending library shall search, locate and send, or reply, refer or _____
141 _____cancel all interlibrary loan requests promptly, within two working days _____
142 _____of receipt of System member requests and within four working days of _____
143 _____receipt of other ILLINET member requests.

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145 _____D. Libraries may not charge fees for loans of originals to other LTLS_____
146 _____libraries (unless under EXPRESS conditions as outlined in the ILLINET_____
147 _____Interlibrary Loan Code.)

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149 _____E. Members are encouraged to absorb the costs of providing _____
150 photocopy _____service within the System and shall not charge fees for the _____
151 provision of _____photocopies up to 20 pages in length for other system _____
152 members; if _____libraries choose not to absorb total costs for articles _____
153 exceeding 20 _____pages, *the library shall inform LTLS of the charge and LTLS*
154 *shall post fees online. When a fee is charged, the library system members shall*
155 ~~*charge a flat fee of \$5.00 per each such _____article and*~~ shall attach a bill
156 to the filled request.

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158 _____F. Members are encouraged to absorb the costs of sending journal _____
159 articles _____~~via FAX~~*electronically* within the system, and shall not _____
160 charge fees for the ~~FAX~~ _____provision of articles up to ten pages _____
161 in length for other system _____members: if libraries choose not to _____
162 absorb total ~~FAX~~ cost for articles _____exceeding ten pages, *the library shall*
163 *inform LTLS of the charge and LTLS shall post fees online. When a fee is*

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~~charged, the library 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, *and will provide electronic access to member library policies through its web site.*

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.

218 _____B. ~~Lincoln Trail Libraries System mediates if/~~ libraries are unable to
219 resolve _____~~instances of repeated non-compliance~~ *violations of the*
220 *policy or disputes arising from this policy, the procedures described in the LTLS*
221 *Membership Grievance Policy will be used to resolve the dispute. Lincoln Trail*
222 *Libraries System may* and, ~~if necessary, will suspend~~ _____interlibrary
223 loan borrowing privileges of libraries which show continued _____disregard of
224 this policy, in accordance with provisions outlined in the _____current
225 ILLINET Interlibrary Loan Code.
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229 _____
230 _____Adopted by LTLS Board May 16,
231 1994
232 _____
233 _____Supercedes: LTLS Interlibrary Loan
234 Policy _____
235 _____(June 1987), Audiovisual Interlibrary
236 Loan _____
237 Policy (January 1990), and Cooperative _____
238 _____Interlibrary Loan Requirements
239 (November _____
240 _____1987)
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