

**Written Comments on Draft Revisions to the  
LTLS Interlibrary Loan Policy**  
*Comments Received as of May 17, 2005*

<b>Interlibrary Loan Policy Comment</b>	<b>Response</b>
Looks okay to me.	<ul style="list-style-type: none"> <li>• No Comment</li> </ul>
This question may apply to ILL and resource access. I need some clarification on reciprocal borrowing. The X Library is open to the public, but borrowing monographs is limited to personnel with a valid [X Library's Parent Institution] identification card, or an ILL request through a library. Does this imply that we are in noncompliance with your new policy?	<ul style="list-style-type: none"> <li>• This comment is from a special library and applies more to Resource Access than Interlibrary Loan.</li> <li>• A special library is not in violation of the policy.</li> </ul>
Looks good. Good work by the committee.	<ul style="list-style-type: none"> <li>• No comment.</li> </ul>
I just noticed that there is a wording problem in line 222.	<ul style="list-style-type: none"> <li>• We have corrected this in the final draft.</li> </ul>
If LTLS intends to REQUIRE all libraries to participate in the statewide Union List of Serials project, then one of the system responsibilities should be the provision of training for each library to participate in the project, if we are expected to maintain holdings ourselves.	<ul style="list-style-type: none"> <li>• Good idea. We have added this to the final draft.</li> </ul>

<p>With the institution of patron initiated loans on World Cat our ILL traffic has increased to the degree that it is becoming a serious drain on our resources. We handle ILL requests for not only our own [City Name] customers, but customers registered at other libraries. We suggest that ILL requests be accepted only at the customer's home library. Thanks!</p>	<ul style="list-style-type: none"> <li>• Patrons can only access the library's Interlibrary Loan functionality on SILC/WorldCat from inside the library or from direct links to FirstSearch from the library's web site.</li> <li>• Current policy does not prevent the library from being selective in determining which patron requests in their "Review" queue to fill by submitting to potential lenders.</li> <li>• Added a statement encouraging all libraries to "turn on" the Interlibrary Loan functionality in their SILC/WorldCat account.</li> <li>• Encouraging all libraries to enable the Interlibrary Loan functionality in their SILC/WorldCat interface will help balance the load on early adopters and work to expand the ability for patrons to place requests in their local library's account.</li> <li>• Should encourage libraries to fill ILL requests from all Illinois libraries (in the "Pending" queue) as these can be filled with no additional shipping costs.</li> <li>• Don't want to be prescriptive regarding patron behavior that can not be controlled in this policy.</li> <li>• Not incorporated into the policy.</li> </ul>
<p>Line 104 - what kind of "indication"? Is there a standard format?</p> <p>IV.G. - Materials, especially Adult Fiction, sometimes reach a library on 2/week delivery after the due date on the item. Under H (Lines 174-175) - Loan period for local users for AV is only 2 days, so there is no way we can send them out on ILL either. Should this be addressed in a general policy.</p>	<ul style="list-style-type: none"> <li>• There is a standard ALA form used for photocopy requests. No change needed.</li> <li>• Circulation periods for ILL items are intended to begin when the item is checked out to the borrower.</li> <li>• For transactions between automated libraries, short loan periods should not prevent loaning of the item.</li> <li>• For loans by or to a non-automated library, the lending library checks the item out to the borrower directly before shipping because the non-automated borrowing library can not do this for themselves, so the lending library is encouraged to extend the due date to account for delivery time.</li> </ul>