



- 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. Each library is encouraged to enable the Interlibrary Loan functionality in  
63 electronic interfaces providing patron-initiated Interlibrary Loan capabilities  
64 especially the SILC/WorldCat interface.  
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66 \_\_\_\_\_CD. Notice of violations of this policy which are not satisfactorily  
67 resolved by \_\_\_\_\_  
68 \_\_\_\_\_ the borrowing and lending library should be submitted in writing to  
69 \_\_\_\_\_ Lincoln Trail Libraries System, in accordance with current  
70 Interlibrary \_\_\_\_\_ Loan ILLINET Code provisions.  
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#### 73 IV. Responsibilities of Borrowing Libraries

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75 \_\_\_\_\_A. Each library should provide the resources to meet the ordinary  
76 needs \_\_\_\_\_ and interests of its primary clientele. Materials requested from  
77 another \_\_\_\_\_ library under this policy should generally be limited to  
78 those items for \_\_\_\_\_ which there is no recurring demand.  
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80 \_\_\_\_\_B. Borrowing libraries should make every effort to develop and use  
81 local \_\_\_\_\_ collection resources before requesting resources through \_\_\_\_\_  
82 \_\_\_\_\_ interlibrary loan. Requesting libraries should next locate and directly \_\_\_\_\_  
83 \_\_\_\_\_ request resources within Lincoln Trail Libraries System. Only after it has \_\_\_\_\_  
84 \_\_\_\_\_ been determined that these \_\_\_\_\_ regional resources are not available should \_\_\_\_\_  
85 \_\_\_\_\_ requests be sent statewide or out-of-state.  
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89 \_\_\_\_\_C. Libraries shall make interlibrary loan requests directly to any LTLS or  
90 \_\_\_\_\_ ILLINET owning library, utilizing the LTLS-Statewide Union List of Serials,  
91 LINC (LTLS-  
92 ~~automated shared database online catalog~~), SILC (Statewide Illinois Library  
93 Catalog), OCLC, ILLINET Online, or other \_\_\_\_\_ means of  
94 \_\_\_\_\_ verification and location access.  
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96 \_\_\_\_\_D. Requested material shall be described as completely and  
97 accurately as \_\_\_\_\_ possible. Regardless of means of request transmission-  
98 (electronic, FAX, \_\_\_\_\_ or paper), requests shall be made using accepted  
99 ALA standards for \_\_\_\_\_ bibliographic citations.  
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102 \_\_\_\_\_E. The borrowing library is responsible for compliance with the  
103 copyright ~~+~~ \_\_\_\_\_ law (Title 17, U. S. Code) and its accompanying guidelines,  
104 and should \_\_\_\_\_ inform its \_\_\_\_\_ users of the applicable portions of the law,  
105 including ~~publi~~public  
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107 \_\_\_\_\_ performance guidelines for audio-visual materials. An indication  
108 of \_\_\_\_\_ compliance- shall be provided with all copy requests.

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~~\_\_\_\_\_~~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 with due consideration for the needs of their primary clientele. 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, the library shall inform LTLS of the charge and LTLS shall post fees online. When a fee is charged, the library 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 electronically within the system, and shall not

164 charge fees for the FAX \_\_\_\_\_ provision of articles up to ten pages  
165 in length for other system \_\_\_\_\_ members: if libraries choose not to  
166 absorb total FAX cost for articles \_\_\_\_\_ exceeding ten pages, the library shall  
167 inform LTLS of the charge and LTLS shall post fees online. When a fee is  
168 charged, the library system members shall charge a flat fee of \$5.00 \_\_\_\_\_  
169 per such article and shall submit a bill with the filled request.

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

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178 \_\_\_\_\_H. The duration of loan is set by the lending library. The loan period  
179 should \_\_\_\_\_ be comparable to that granted local patrons.

## 181 VI. Responsibilities of Lincoln Trail libraries System

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183 \_\_\_\_\_A. LTLS communicates developments in system, state or national \_\_\_\_\_  
184 \_\_\_\_\_ interlibrary loan policies to member libraries.

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186 \_\_\_\_\_B. LTLS acts as a clearinghouse for member library interlibrary loan \_\_\_\_\_  
187 \_\_\_\_\_ policies/procedures in accordance with provisions of the current ILLINET \_\_\_\_\_  
188 \_\_\_\_\_ Interlibrary Loan Code and monitors compliance, and will provide  
189 electronic access to member library policies through its web site.

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191 \_\_\_\_\_C. LTLS monitors and coordinates interlibrary loan activity and use \_\_\_\_\_  
192 \_\_\_\_\_ patterns within the system, with the goal being to maintain an  
193 efficient \_\_\_\_\_ and effective interlibrary loan system. \_\_\_\_\_

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195 ~~\_\_\_\_\_D. LTLS facilitates out of state and non ILLINET interlibrary loan \_\_\_\_\_~~  
196 ~~\_\_\_\_\_ borrowing and lending by utilizing a wide range of electronic and print \_\_\_\_\_~~  
197 ~~\_\_\_\_\_ bibliographic access tools to locate and borrow materials not found by \_\_\_\_\_~~  
198 ~~\_\_\_\_\_ member libraries. The System also enters into reciprocal agreements \_\_\_\_\_~~  
199 ~~\_\_\_\_\_ with other library agencies which benefit system member resource \_\_\_\_\_~~  
200 ~~\_\_\_\_\_ sharing needs.~~

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202 \_\_\_\_\_E. LTLS provides documentation and training for System and ILLINET \_\_\_\_\_  
203 \_\_\_\_\_ interlibrary loan policies and procedures as needed.

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205 F. LTLS provides documentation and training to enable LTLS member  
206 libraries to participate in the Statewide Union List of Serials project.

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208 \_\_\_\_\_FG. LTLS promotes the use of interlibrary loan services by member \_\_\_\_\_  
209 \_\_\_\_\_ libraries and coordinates services, which support the interlibrary \_\_\_\_\_  
210 \_\_\_\_\_ loan activities of its member libraries, including administration of LINC \_\_\_\_\_  
211 \_\_\_\_\_ (LTLS shared online database) and a systemwide union list of serials.

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213 \_\_\_\_\_GH. LTLS periodically reviews with member input, policy and  
214 \_\_\_\_\_ procedures \_\_\_\_\_ for interlibrary loan.

## 217 VII. Compliance with Policy

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219 \_\_\_\_\_A. Each member library is responsible for maintaining the provisions  
220 of this \_\_\_\_\_policy in good faith. Any possible violations of the System  
221 policy should \_\_\_\_\_be reported in writing to the offending library and to the  
222 System. \_\_\_\_\_Member libraries should communicate with one another  
223 promptly to \_\_\_\_\_resolve the problem.  
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225 \_\_\_\_\_B. ~~Lincoln Trail Libraries System mediates if~~ libraries are unable to  
226 resolve \_\_\_\_\_instances of repeated non-compliance violations of the  
227 policy or disputes arising from this policy, the procedures described in the LTLS  
228 Membership Grievance Policy will be used to resolve the dispute. Lincoln Trail  
229 Libraries System may suspend the ~~suspend the if necessary, will suspend~~  
230 \_\_\_\_\_interlibrary loan borrowing privileges of libraries which show continued \_\_\_\_\_  
231 \_\_\_\_\_disregard of this policy, in accordance with provisions outlined in the \_\_\_\_\_  
232 \_\_\_\_\_current ILLINET Interlibrary Loan Code.  
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236 \_\_\_\_\_  
237 \_\_\_\_\_Adopted by LTLS Board May 16,  
238 1994

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240 \_\_\_\_\_  
241 \_\_\_\_\_Supercedes: LTLS Interlibrary Loan  
242 Policy \_\_\_\_\_  
243 \_\_\_\_\_(June 1987), Audiovisual Interlibrary  
244 Loan \_\_\_\_\_  
245 Policy (January 1990), and Cooperative \_\_\_\_\_  
246 \_\_\_\_\_  
247 \_\_\_\_\_Interlibrary Loan Requirements  
248 (November \_\_\_\_\_  
249 \_\_\_\_\_1987)