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LINCOLN TRAIL LIBRARIES SYSTEM INTERLIBRARY LOAN POLICY

Adopted May 16, 1994

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Introduction and Purpose

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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

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

- 54 A. Each library shall comply with the current ILLINET Interlibrary Loan Code
55 and shall file local interlibrary loan policies with the System, in accordance with
56 the Code.
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- 58 B. Each library shall participate in the Statewide Union List of Serials project
59 and/or make its periodical holdings readily available to other libraries by electronic
60 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 D. Notice of violations of this policy which are not satisfactorily resolved by
67 the borrowing and lending library should be submitted in writing to Lincoln Trail
68 Libraries System, in accordance with current Interlibrary Loan ILLINET Code
69 provisions.
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72 **IV. Responsibilities of Borrowing Libraries**

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- 74 A. Each library should provide the resources to meet the ordinary needs and
75 interests of its primary clientele. Materials requested from another library under
76 this policy should generally be limited to those items for which there is no
77 recurring demand.
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- 79 B. Borrowing libraries should make every effort to develop and use local
80 collection resources before requesting resources through interlibrary loan.
81 Requesting libraries should next locate and directly request resources within
82 Lincoln Trail Libraries System. Only after it has been determined that these
83 regional resources are not available should requests be sent statewide or out-of-
84 state.
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- 86 C. Libraries shall make interlibrary loan requests directly to any LTLS or ILLINET
87 owning library, utilizing the Statewide Union List of Serials, LINC (LTLSonline
88 catalog), SILC (Statewide Illinois Library Catalog), OCLC, ILLINET Online, or other
89 means of verification and location access.
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- 91 D. Requested material shall be described as completely and accurately as
92 possible. Regardless of means of request transmission, requests shall be made
93 using accepted ALA standards for bibliographic citations.
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- 95 E. The borrowing library is responsible for compliance with the copyright law
96 (Title 17, U. S. Code) and its accompanying guidelines, and should inform its
97 users of the applicable portions of the law, including public
98 performance guidelines for audio-visual materials. An indication of compliance
99 shall be provided with all copy requests.
- 100 F. The safety of materials borrowed through interlibrary loan is the
101 responsibility of the borrowing library from the time the material leaves the
102 lending library until it is returned to the lending library, unless loss or damage is
103 determined to be the responsibility of the transporting agency. The borrowing
104 library is responsible for handling the material so as to ensure its return in good
105 condition. If damage or loss occurs, the borrowing library must meet all costs of
106 repairs or replacement, in accordance with the preferences of the lending library.
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108 G. The borrowing library shall honor the lending library's conditions of loan,
109 including observation of dates and duration of loans, fees (if applicable), and
110 special handling provisions. Unless specifically forbidden by the lending library,
111 copying of interlibrary loan material is permitted provided that it is in accordance
112 with the copyright law and no damage to the original material will result.
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114 H. Each library shall inform its users of interlibrary loan and its purpose. Any
115 library patron in good standing should be eligible for interlibrary loan.
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118 **V. Responsibilities of Lending Libraries**
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120 A. Within LTLS libraries shall lend materials on the same basis as they lend
121 materials to their own patrons with due consideration for the needs of their
122 primary clientele. In addition, and in accordance with the ILLINET Interlibrary
123 Loan Code, libraries are strongly encouraged to implement generous lending
124 policies regarding other ILLINET members.
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126 C. The lending library shall search, locate and send, or reply, refer or cancel
127 all interlibrary loan requests promptly, within two working days of receipt of
128 System member requests and within four working days of receipt of other
129 ILLINET member requests.
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131 D. Libraries may not charge fees for loans of originals to other LTLS libraries
132 (unless under EXPRESS conditions as outlined in the ILLINET Interlibrary Loan
133 Code.)
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135 E. Members are encouraged to absorb the costs of providing photocopy
136 service within the System and shall not charge fees for the provision of
137 photocopies up to 20 pages in length for other system members; if libraries
138 choose not to absorb total costs for articles exceeding 20 pages, the library shall
139 inform LTLS of the charge and LTLS shall post fees online. When a fee is
140 charged, the library shall attach a bill to the filled request.
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142 F. Members are encouraged to absorb the costs of sending journal articles
143 electronically within the system, and shall not charge fees for the provision of
144 articles up to ten pages in length for other system members: if libraries choose
145 not to absorb total cost for articles exceeding ten pages, the library shall inform
146 LTLS of the charge and LTLS shall post fees online. When a fee is charged, the
147 library shall submit a bill with the filled request.
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149 G. The lending library is responsible for clearly and safely packaging and
150 labeling materials for loan in accordance with System and statewide Illinois Library
151 Delivery System (ILDS) guidelines and for communicating directly with the
152 borrowing library regarding overdues, lost material billing charges, photocopy or
153 fax fee billing, or apparent failure to follow the provisions of the policy.
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155 H. The duration of loan is set by the lending library. The loan period should
156 be comparable to that granted local patrons.
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158 **VI. Responsibilities of Lincoln Trail libraries System**
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160 A. LTLS communicates developments in system, state or national interlibrary
161 loan policies to member libraries.
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- 163 B. LTLS acts as a clearinghouse for member library interlibrary loan
164 policies/procedures in accordance with provisions of the current Interlibrary Loan
165 Code and monitors compliance, and will provide electronic access to member
166 library policies through its web site.
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168 C. LTLS monitors and coordinates interlibrary loan activity and use patterns
169 within the system, with the goal being to maintain an efficient and effective
170 interlibrary loan system.
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172 E. LTLS provides documentation and training for System and ILLINET
173 interlibrary loan policies and procedures as needed.
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175 F. LTLS provides documentation and training to enable LTLS member
176 libraries to participate in the Statewide Union List of Serials project.
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178 G. LTLS promotes the use of interlibrary loan services by member libraries
179 and coordinates services, which support the interlibrary loan activities of its
180 member libraries.
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182 H. LTLS periodically reviews with member input, policy and procedures for
183 interlibrary loan.
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186 **VII. Compliance with Policy**
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- 188 A. Each member library is responsible for maintaining the provisions of this
189 policy in good faith. Any possible violations of the System policy should be
190 reported in writing to the offending library and to the System. Member libraries
191 should communicate with one another promptly to resolve the problem.
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193 B. If libraries are unable to resolve violations of the policy or disputes arising
194 from this policy, the procedures described in the LTLS Membership Grievance
195 Policy will be used to resolve the dispute. Lincoln Trail Libraries System may
196 suspend the interlibrary loan borrowing privileges of libraries which show
197 continued disregard of this policy, in accordance with provisions outlined in the
198 current ILLINET Interlibrary Loan Code.
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Supercedes: LTLS Interlibrary Loan Policy
(June 1987), Audiovisual Interlibrary Loan
Policy (January 1990), and Cooperative
Interlibrary Loan Requirements (November
1987)