

8B | Interlibrary Loan**Revised:** 4/10/19**Purpose**

To supplement physical collections, the Library maintains membership in resource-sharing organizations and networks like RAILS and ILLINET and draws upon resources at other participating libraries via interlibrary loan (ILL). As a participating member, the Library will lend its own circulating materials to other libraries, subject to conditions and restrictions to ensure equitable access to Library users and cardholders.

Guidelines

The Library will respond to and process ILL requests in a timely manner and initiate such loan requests on items for cardholders in good standing. A definition of “good standing” is provided below. Requests will be taken and processed for Roselle Public Library District cardholders only.

For popular materials, Roselle users and cardholders will have primary access to such materials before any ILL requests to other libraries will be filled.

Prompt return of all items borrowed and lent through ILL is imperative. When applicable, e.g. for renewals, lending restrictions will comply with the lending library’s policies.

Fees may apply, including overdue fees, lost item fees, and mailing fees when applicable – such as for items traveling outside Illinois. Library staff will communicate whether any fee(s) will be applicable before completing any ILL transaction.

In any case where photocopies of materials are requested, copyright law will be adhered to.

At all times staff will adhere to the policies enumerated in the ILLINET Interlibrary Loan Code.

Definition of Good Standing

Cardholders whose account carry no fees or fines related to overdue, lost, damaged, or missing items above existing thresholds as defined by policies related to circulation of materials; as well as cardholders with documented histories of abusing or misusing the ILL process.

Related Policies: Circulation, Conduct & Code of Conduct

Adopted: 10/14/98

Revised/Reviewed: 7/11/12, 5/9/12, 9/8/10, 9/13/06, 7/12/00, 2/9/00

