

## INTERLIBRARY LOAN POLICY

The Columbia County Rural Library District provides Interlibrary Loan (ILL) services to patrons in accordance with the provisions of this policy.

- **PURPOSE:** The purpose of Interlibrary Loan (ILL) is to address and obtain the information needs of patrons beyond the collection of the Columbia County Rural Library District. The rural demographics of Columbia County Rural District limit research, recreation, and other information. Interlibrary loans enable patrons to reach beyond the collection to statewide and national sources. Interlibrary borrowing and lending are made possible through cooperative agreements in which participating libraries permit the use of their collections, usually a library-to-library transaction. Interlibrary Loan service is essential to the service provided by a public library. Resource sharing facilitates access to information crucial to rural libraries. Columbia County Rural Library District has developed this policy to insure that Interlibrary Loans are made available to patrons in an efficient manner.
- **ELIGIBILITY:** Eligibility for interlibrary loan services is established by presentation of a valid Columbia County Rural Library District library card, which is in good standing with the Library. Good standing – shall mean the prospective user has no overdue materials or lost materials not returned or paid for.
- **SCOPE:**
  - I. **Borrowing:**
    - A. Under the terms of this policy, it is permissible to request, via interlibrary loan, material not available in the collection of the Columbia County Rural Library District.
    - B. Columbia County Rural Library must abide by any rules, regulations and restrictions placed on material at each individual lending library.
    - C. If the lending library charges Columbia County Rural Library for any material sent, whether that is (i.e., hardcopy of a book or photocopies of any pages), the Columbia County Rural Library will pass on those charges to the patron. The patron will be responsible to pay the fee direct to the lending library or reimburse the Columbia County Rural Library District.
  - II. **Lending:**
    - A. Under the terms of this policy, it is permissible for other libraries to request, via interlibrary loan, material that is available in the collection of the Columbia County Rural Library District. Each request is subject to this policy and will be decided on an individual basis whether the material can be loaned or not.
    - B. Columbia County Rural Library District will not lend the following types of materials.
      - 1. Reference materials
      - 2. Audiocassettes
      - 3. CDs
      - 4. DVDs

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5. Microfilm
  6. Entire issues of periodicals (photocopies will be made of individual articles at 10 cents per page plus the cost of shipping)
  7. Bulky or fragile items that is difficult to ship.
  8. Material in high demand at the lending library.
- **CONDITIONS/RESPONSIBILITIES OF THE BORROWING LIBRARY**
    - I. Each library should provide the resources to meet the ordinary needs and interests of its primary patrons. Materials requested should be limited to items that are outside the Library's collection development policy.
    - II. Borrowing libraries should make every effort to fulfill requests with their own resources before using the Interlibrary Loan system.
    - III. Standard Interlibrary Loan formats must be used (as adopted by the states and national libraries) with each request.
    - IV. Safety and condition of borrowed materials is the responsibility of the borrowing library from the time the material leaves the lending library until it is received back by the lending library. The borrowing library is responsible for packaging the material appropriate for shipment and if damage or loss occurs, the borrowing library must meet all costs of repairs or replacement.
    - V. The borrowing library is responsible for compliance with the copyright law (Title 17, US Code) and its guidelines.
    - VI. Each library should inform patrons of the purpose of interlibrary loans and of the Library's interlibrary loan policy.
    - VII. Any member in good standing of the borrowing Library's service population should be eligible for interlibrary loans.
  - **CONDITIONS/RESPONSIBILITIES OF LENDING LIBRARIES:**
    - I. Prompt and efficient processing of interlibrary loan requests must be evident.
  - **CONDITIONS/RESPONSIBILITIES OF BORROWING PATRON:** In accordance with the Interlibrary Loan Policy of the Columbia County Rural Library District, the director implements the following procedures to ensure efficient operation of this service:
    - A. The number of interlibrary loan requests must not exceed 4 at one time from one patron (that includes any the patron already has in his/her possession and/or any already ordered and not yet received).
    - B. Request for renewal of materials is permitted, however, request is granted by individual lending libraries, and the renewal date is subject to whatever date the lending library decides.
    - C. Replacement cost for lost/damaged materials is assigned by the lending library and will be the patron's responsibility to pay in full.

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D. Patron is responsible for paying any charges that a lending library may charge the Columbia County Rural Library. This is in addition to the return postage loan request fee.

E. Borrowing ILL privileges may be suspended temporarily until overdue or damaged ILL materials are returned and/or paid for.

1. Borrowing of Columbia County Rural Library material will also be suspended until ILL material is returned and/or paid for.

F. Borrowing ILL privileges will also be suspended temporarily if the patron has any outstanding overdue materials, fees, or lost books on his/her Columbia County Rural Library District card.

G. Requests will be filed electronically to insure prompt delivery. However, borrower must expect a 7-10 day delivery time and interlibrary loan form must be completed clearly to avoid delay in document delivery.

H. Submission of a request does not guarantee retrieval.

I. Due date on ILL record reflects 3 days prior to lending library due date (to allow time for shipment).

### **HISTORY**

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Adopted February 28, 2008

Revised April 18, 2016