

HILLSIDE PUBLIC LIBRARY
INTERLIBRARY LOAN POLICY STATEMENT

I. DEFINITION

Interlibrary Loans are transactions in which library materials are made available from one library to another upon request. An interlibrary loan is defined as a transaction in which the materials move from library to library.

II. SCOPE

1. The Hillside Public Library agrees to the philosophy and principles set forth in the Metropolitan Library System Interlibrary Loan Code of July, 2004, the Illinois State Library Illinet Interlibrary Loan Code Revision of 2007 and the National Interlibrary Loan Code, 2001.
2. The Hillside Library will process all requests as quickly as possible.
3. The Hillside Library will not request DVD feature films that the library already owns.
4. The Hillside Library reserves the right to decide whether a particular item should or should not be provided at the time of the request.
5. On an annual basis, as requested by the State Library, the Hillside Library will complete a statistical report of local interlibrary loan activities which will be forwarded to the SLS Interlibrary Loan Service.
6. The request of materials needed for the purposes of study, instruction, information, recreation, or research will be filled by the Hillside Library for those individuals bearing a valid Metropolitan Library System card in good standing. Non-residents making requests for ILL loans will be referred to their home lending library when the material requested is available only from an out of system library. The exception for this restriction occurs when the patron is participating in a Hillside Library sponsored program such as book discussion.

III. RESPONSIBILITIES AS A LENDING LIBRARY

1. The Hillside Library will not send movie feature DVDs or CD ROMs libraries for purpose of interlibrary loan.

2. In general, reference materials are not available for interlibrary loan though special requests may warrant special consideration.
3. The Hillside Library will give prompt notification to the requesting library if certain material cannot be sent.
4. The Hillside Library adheres to loan periods automatically assigned by the online system.

IV. RESPONSIBILITIES AS A BORROWING LIBRARY

1. The Hillside Library will exhaust all possible resources before requesting an interlibrary loan. This may include the purchase of material not previously available within the Hillside Library.
2. The Hillside Library will abide by all lending conditions of the owning library.
3. The Hillside Library will abide by all copyright restrictions and indicate compliance with all copy requests.
4. For out of state requests, the Library will collect a \$3.00 fee which will be refunded if the patron's request cannot be filled.

V. FEES FOR LOST ITEMS

The Hillside Library charges the patron the purchase price listed in the computer in addition to a \$5.00 processing fee.

VI. PHOTOCOPY SERVICE

The Hillside Library will fill photocopy requests of up to 25 pages at no charge and as quickly as possible. There is no charge for filling photocopy requests via fax. If the Hillside Library is billed for charges from another library, those charges will be passed on to the patron.

VI. SUBJECT TO CHANGE

This policy statement is subject to change by board approval without further notice.

Approved by the Hillside Public Library
Board of Trustees
June 12, 1996
Revised by the Hillside Public Library
Board of Trustees
March 19, 2008