

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 all applicable rules and regulations set forth by the SWAN Library System, the Illinois State Library ILLINET Interlibrary Loan Code, revised 2015 and the Interlibrary Loan Code for the United States, 2016
2. The Hillside Public Library will process all requests as quickly as possible.
3. The Hillside Public Library reserves the right to decide whether a particular item should or should not be provided at the time of the request.
4. On an annual basis, as requested by the State Library, the Hillside Public Library will complete a statistical report of local interlibrary loan activities.
5. The request of materials needed for the purposes of study, instruction, information, recreation, or research will be filled by the Hillside Public Library for those individuals bearing a valid SWAN 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 only available from out of system and would be requested through OCLC. The exception for this restriction occurs when the patron is participating in a Hillside Public Library sponsored program such as book discussion.

III. RESPONSIBILITIES AS A LENDING LIBRARY

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

IV. RESPONSIBILITIES AS A BORROWING LIBRARY

1. The Hillside Public Library will exhaust all possible resources before requesting an interlibrary loan. This may include the purchase of material not previously available within the Hillside Public Library.
2. The Hillside Public 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.

V. FEES FOR LOST ITEMS

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

VI. SUBJECT TO CHANGE

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

Approved by the Board of Trustees  
September 21, 2022