

Interlibrary Loan Policy

Hillside Public Library

Scope

Interlibrary loan (ILL) is the process by which materials are borrowed from or lent to other libraries on behalf of Hillside Public Library patrons or partner libraries. The Hillside Public Library participates in interlibrary loan in accordance with SWAN policies, the Illinois State Library's ILLINET Interlibrary Loan Code, and the Interlibrary Loan Code for the United States.

ILL requests are accepted from Hillside Public Library cardholders in good standing. Requests will be processed promptly, and patrons will be notified when an item is not available. Non-resident patrons will be referred to the home library for OCLC-based requests. A statistical report on all ILL activity is submitted to the Illinois State Library annually, as required.

Responsibilities as a Lending Library

As a lending library, the Hillside Public Library is committed to supporting resource sharing in accordance with SWAN consortium policies and interlibrary loan codes. Our responsibilities include:

Fulfilling Requests When Possible

We will make every effort to provide requested materials, subject to availability and the condition of items.

Limitations on Borrowed Materials

Certain materials may not be available for interlibrary loans, including but not limited to reference items, local history and archival materials, fragile or rare items, and items in high demand or on reserve for Hillside patrons.

Prompt Communication

If a request cannot be fulfilled, the library will promptly notify the requesting institution.

Loan Period and Conditions

Items lent will adhere to loan periods and restrictions as assigned by SWAN. Borrowing libraries are expected to honor these terms.

Packaging and Delivery

Materials will be packaged securely to prevent damage during transit. Return of items in good condition is expected.

Responsibilities as a Borrowing Library

As a borrowing library, Hillside Public Library is committed to the responsible and efficient use of interlibrary loan services. Our responsibilities include:

Prioritizing Local Resources

The library will make every effort to locate and use resources within our own collection or within the SWAN consortium before initiating an interlibrary loan request.

Collection Development Considerations

When appropriate, the library may choose to purchase high-demand or frequently requested materials instead of borrowing them, especially if they support the long-term interests of the community.

Compliance with Lending Library Policies

The Hillside Public Library will honor all conditions set by the lending library, including due dates, usage restrictions (for example, in-library use only) and renewal limitations.

Adherence to Copyright and Fair Use

All ILL transactions involving reproduction of materials (for example, photocopies or scanned articles) will comply with the U.S. Copyright Act, including adherence to CONTU Guidelines and fair use principles.

Timely Returns and Patron Responsibility

Borrowed items will be returned promptly and in good condition. Patrons are responsible for the care and timely return of ILL items and may be charged for loss or damage in accordance with the lending library's policy.

Electronic Materials

Due to licensing restrictions, most electronic resources, including eBooks, eAudiobooks, streaming content, and digital databases are not eligible for interlibrary loan. Patrons may be referred to alternative resources or services when digital content is requested.

Fees

Patrons will be charged the replacement cost in the system plus a \$5.00 processing fee for any ILL item that is lost or damaged while in their care.

Approval

Approved by the Board of Trustees
July 16, 2025