



INTERLIBRARY LOAN POLICY

Interlibrary loans are transactions in which library materials are made available from one library to another.

- A. The Glencoe Public Library (Library) shall participate within the guidelines of all Illinois Library and Information Networks (ILLINET) and current library system interlibrary loan agreements and protocols.
- B. Interlibrary loan service from the library system in which the Library participates, Cooperative Computer Services (CCS), shall be offered to all patrons, regardless of residency or age. Requests for materials owned outside the CCS system will be submitted for Glencoe residents only. There will be no service charge for these out-of-system materials beyond any possible lending fees assessed by a lending library. Patrons will be notified and approve any charges prior to the Library placing any such request.
- C. The Library's materials shall be made available to requesting libraries with the following exceptions: audiovisual equipment, reference materials, new materials still in demand, and other materials restricted to in-house checkout by Glencoe cardholders only.
- D. The Library shall initiate processing of requests for materials within CCS in one working day of receipt and shall complete the transaction within three working days of receipt.
- E. The Library shall place all out-of-system requests within three working days of the request being made by a Glencoe cardholder.
- F. The Library's materials not on reserve for another patron is available for renewal with the exception of new books which are so indicated.
- G. Out-of-system interlibrary loan items are available for renewal depending on approval of the lending library.
- H. The Library is responsible for compliance with copyright law (Title 17, U.S. Code) and its accompanying guidelines and shall inform patrons of the applicable portions of the law.
- I. The Library shall thoroughly check its own collections before initiating interlibrary loan requests.
- J. All electronic files involved in interlibrary loan transactions shall be kept up to date in regard to status of request.

K. The Library shall honor the lending library's conditions of loan, including cost of repair or replacement.

Adopted	September 17, 1997
Reviewed	November 15, 2006
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