

Ely Public Library Interlibrary Loan (ILL) Policy

Page 1

Definition

Interlibrary loan is a transaction in which the Ely Public Library borrows materials directly from another library on behalf of a patron, or another library borrows materials from the Ely Public Library on behalf of its patron. The Ely Public Library uses SILO (State Library of Iowa) Interlibrary Loan system. The Iowa Locator Union Catalog contains over 15 million holdings from 703 Iowa libraries of all types. See the SILO homepage for more information: (<http://www.statelibraryofiaowa.org/ld/silo>).

Borrowing from Other Libraries

A. Users

This service is offered to all patrons that hold a valid library card from the Ely Public Library, and that are in good standing. “Good standing” is defined as having less than \$10.00 in fines and no overdue items.

B. Types of Materials Borrowed

Interlibrary loan is an integral element in collection development. Library staff will request materials not owned by the library or missing from the library’s collection, or materials owned by the library that are in the process of being repaired and are temporarily unavailable.

The following items cannot be requested through interlibrary loan:

- Newly Published Materials (published 6 months or less from the date of request)
- Textbooks (SILO is not an academic library consortium and thereby its purpose is not to supply textbooks. In addition, the high cost of textbooks, as well as the difficulty of obtaining these materials through SILO, precludes us from offering this service.)
- Old, Rare or Valuable Items
- Reference
- Magazines

C. How to Submit a Request

A patron may place a request at the circulation desk, via email, or over the telephone.

D. Turnaround Time

Service will be provided as quickly and inexpensively as possible. Turnaround time for receiving an ILL item varies depending upon the lending library and the materials requested, although the usually turnaround time is approximately one week. Patrons will be notified by telephone when the item has been received. Please do not call us regarding the status of your interlibrary loan item if it has been less than two weeks.

Ely Public Library
Interlibrary Loan (ILL) Policy

Page 2

E. Conditions of Use

The library will strictly observe any conditions for use of loaned materials that are imposed by a lending library.

F. Charges

The library will charge its patrons a \$1.50 fee for each item borrowed via interlibrary loan.

G. Responsibility

The library will be responsible for materials borrowed on behalf of its patrons, from the time the material arrives at the Ely Public Library until it arrives back at the lending library. The library agrees to pay the lending library for overdue charges, damage, or loss of materials borrowed on interlibrary loan which will then be assessed to the patron. Patrons that receive ILL materials will be held responsible for any charges incurred while materials are checked out, including fees for overdue materials, loss, or damage.

H. Limits

Any patron may have only three (3) active requests at any one time. Active requests include both items currently on loan and items currently being searched for.

I. Suspension of Interlibrary Loan (ILL) Privileges

When material arrives, the Library staff will call the requesting patron. If the item is not picked up before the item is due, it will be sent back to the supplying library. Patrons who do not pick up out of system interlibrary loan material more than once may have their interlibrary loan privileges suspended.

When an interlibrary loan item is more than one week overdue, or when the lending library sends an overdue notice for the loaned item(s), our Library staff will contact the borrowing patron. Failure to return ILL item(s) in a timely manner may lead to suspension of interlibrary loan privileges. See item G. "Responsibility" for related information.

Policy approved by the Ely Public Library Board on 4-1-09.

Revised by the Board 2/1/12

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