

Interlibrary Loan Policy

Definition

Interlibrary loan is the process by which a library requests materials from, or supplies materials to, another library. Through interlibrary loan, patrons may access materials from other libraries in Illinois that participate in OCLC. The requested materials are sent to the Schiller Park Public Library, where the patron may check the items out (or use them in the library, if so stipulated by the owning library).

The library affirms that interlibrary loan is an adjunct to, not a substitute for, the library's collection. The library exhausts local resources first, including its own collection and those of libraries in the Reaching Across Illinois Library System (RAILS), before requesting items from libraries out of the system. The Schiller Park Public Library endorses the Illinois State Library's ILLINET Interlibrary Loan Code.

Standards

Requests are processed in our library within a 24 hour period. If a library requests a rush, we will process it as quickly as possible. Requests are taken Monday through Saturday, during all Library hours. Current Schiller Park Library card holders are able to use Interlibrary Loan Services.

As a Lending Library

1. The Schiller Park Library sends materials that have circulated in our Library at least once or is 1 (one) month old. Schiller Park will honor local holds before System holds.
2. Library Staff will process all requests for materials immediately.
3. All materials except new items, Stem Kits, Board Games and Reference books will be loaned through ILL.
4. The Schiller Park Public Library circulates all audiovisual materials, with the exception of New DVD's, CD's, CD Spoken and MP3's.
5. The Schiller Park Library does not circulate Reference Materials unless the borrowing Library obtains permission from the Library Director or the Director of Information Services. Then, materials are only loaned for 1 week of In Library Use Only, from date received.
6. The Schiller Park Library reserves the right to make its own decision whether or not they want to fill an Interlibrary Loan.

7. Schiller Park Public Library materials are usually sent for a 4 (four) week loan period. Exceptions: Periodicals, Kits, Fiction and Non-Fiction DVD's and CD's – These materials have a loan period of 1 (one) week.
8. The Schiller Park Public Library will honor Out of System requests when possible. No videos or audio materials will be sent out of System.
9. The Schiller Park Library agrees to the decisions set forth in the RAILS Interlibrary Loan Policy of November 2018 and the Illinois State Library Illinet Interlibrary Loan Code of April 2015.

Renewals

Renewal requests must be made in-person prior to the due date. The decision to renew is at the discretion of the lending library.

As a Borrowing Library

1. The Schiller Park Public Library will Interlibrary Loan materials for current Schiller Park and qualified Non-Resident card holders only.
2. The Schiller Park Public Library will honor all ILL policies of the Libraries in our System.
3. A maximum of fifteen (15) requests may be in process at a time. As soon as one or more of the requests are filled, additional requests may be submitted.
4. The Schiller Park Public Library will make every effort to fill our patrons needs through our own Library by finding other materials or even purchasing materials, needed before requesting an Interlibrary Loan.
5. The person requesting the Interlibrary Loan request shall use his or her own Schiller Park Library Card.
6. The Library Card record of the patron using this service must be in good standing before materials may be requested through Interlibrary Loan.
7. An item may be requested through Interlibrary Loan if it is not owned by the Schiller Park Public Library or it is owned by the Library, but it is missing or overdue for more than one month.
8. Loan periods and restrictions are stipulated by the lending library and must be adhered to by the borrower.
9. The valid Schiller Park Public Library Card number must match the name on the request. The same valid card used to make the request for Interlibrary Loan materials must be used to check out the materials.
10. Fees will be paid by the patron if determined appropriate by the Library.
11. It is the responsibility of the patron to verify all contact information is up to date.
12. The Schiller Park Library card holder will be responsible for any possible charges resulting from an Interlibrary Loan Material. The patron is also responsible for any Interlibrary Loaned Material that is lost or damaged. Fees which are charged to the

Schiller Park Public Library for an Interlibrary Loan are paid by the patron requesting the Direct Loan.

13. Interlibrary Loan borrowing privileges may be suspended if the patron does not comply with the guidelines.

Lost Materials Policy

Charges for lost materials will be the price quoted in the SWAN database or at the discretion of the lending library plus a processing fee of \$5.00.

Item Pickup and Notification

When materials arrive, the Interlibrary Loan staff call, email or text the requesting patron, depending on the preference stated in the patron's record. After the patron has been contacted, the patron has 7 days to pick up the materials. For items obtained outside of RAILS, the patron receives a second notification that the item is ready to be picked up and will be held for seven additional days. If the item is not picked up after the second notification, it is sent back to the owning library.

Patron Responsibility

The patron is responsible for picking up the requested item. It is also the patron's responsibility to return items in a timely fashion. If an item is lost or damaged, the patron will be responsible for all the assessed fees charged.

How to Submit a Request

Patrons may place a hold by contacting either the library's Adult Reference or Children's World staff in person, by phone, by fax, or electronically through email. When placing a request, a patron needs to provide as much information as possible about the item to be requested, along with their name, library card number, and phone number or email address. Patrons may also place holds themselves online through the SWAN catalog. All hard copy formats may be requested (e.g., books, audiovisual materials, periodicals, government documents, microfilm, photocopies, etc.). The library does not place holds on multiple copies of the same title in the same format.