

# **Everman Public Library Interlibrary Loan Policy**

## **1. Mission**

To provide free and equal access to a variety of materials and resources for personal enrichment and to be an advocate in the community for lifelong learning.

In the interest of providing quality service, libraries have an obligation to obtain material to meet the informational needs of users when local resources do not meet those needs. Interlibrary loan (ILL), a mechanism for obtaining material is essential to the vitality of all libraries. ILL is the process by which a library requests material from, or supplies material to, another library.

## **2. Who Is Served?**

Patrons who is in good standing with the Everman Public Library for 2 months from account renewal or new membership and are 18 years or older is eligible for interlibrary loan services. The Everman Public Library's existing user confidentiality policy applies also to ILL requests. All request are filled by Everman Public Library staff. The number of requests you can make are unlimited, but a daily limit may be imposed if request are excessive.

Interlibrary loan is mainly for printed materials such as books and photocopies of magazine articles. Audio-visual materials, year books, rare books, genealogy books, reference books, bestsellers, and inexpensive paperbacks may be requested but are often not available through interlibrary loan.

Every effort is made to obtain materials from libraries that do not charge for ILL services, however, sometimes this is not possible usually for photocopy requests or requests for rare items. Patrons will be asked up front what they are willing to pay for an item. When charges are incurred, patrons are responsible for payment.

According to Interlibrary Loan Code for the United States from ALA, the borrowing library is responsible for a material from the time it leaves the lending library until it is back on the shelves at the lending library. If the post office loses the material, then the borrowing library is still responsible and will have to pay for

the loss. If the patron loses the materials, then the patron will have to pay for the material including any additional fees imposed by the lending library.

### **3. How to Requests**

Requests are handled by Everman Public Library staff within 24 hours (excluding weekends). Most materials will take an average of 2 to 3 weeks to arrive but may take as long as 6 weeks. The loan period for the item is determined by the lending library. The lending library also determines whether an item can be renewed or not and for how long.

- Patrons may submit an unlimited number of requests. The number of requests you can make are unlimited, but a daily limit may be imposed if request are excessive.
- Patrons are responsible for all ILL items checked out to their library account. Lost or damaged items will be billed to the patron at the discretion of the lending library.
- Patrons must have a working email address. This is the primary method through which staff will contact patrons regarding their requests.
  - ILL requests can take two to six weeks to arrive.
  - We cannot guarantee that a lending library will loan an item.

The Everman Public Library lends the following types of materials:

Books – except Bestsellers or items added to the collection in the last 6 months  
Audiovisual (audio books/ movies) – except items added to the collection in the last 6 months.

### **4. Fees and Methods of Payment**

#### Return Postage

The patrons who request and receive materials through the IntererLibrary Loan Program are responsible to pay for the return postage on all materials requested. The library will find the cheapest return rate possible via USPS *Library Rates*. (Cash/Money Order)

#### Conditionals/ Copies

Occasionally a lending library will loan a title if we agree to certain conditions, or a library will offer an alternative to the original delivery method. Everman Public

Library staff will default to the information provided at the time of the request when responding to lending library conditionals.

In-Library Use Only, if an item cannot be taken out side of the library. Copies will be accepted if unable to send the hard copy of the request material. We will charge a fee for the copies, \$0.25 per page. Payment must be made by money order payable to: Everman Public Library.

### **5. Number of Requests Allowed**

The number of requests you can make are unlimited, but a daily limit may be imposed if request are excessive.

### **6. Formats Off Limit**

The Everman Public Library does not lend: rare books, year books, newspapers, reference materials.

### **7. Patron Responsibilities**

To pick up materials in a timely manner or notify the library if items cannot be picked up or you no longer need the materials. If the patron does not pick up the items or no longer needs them, the patron's account will be charged for the return postage, and they will be emailed a bill, which can be paid the next time they come into the library.

### **Picking Up Requests**

Items must be picked up from the Circulation Desk.

Patrons must present their library card and current state/government issued photo ID All items must be picked up by the requester and not by a proxy.

### **8. Library Responsibilities**

To submit ILL request on behalf of the patrons and to inform the patron of the status and receiving of an ILL request by email and/or telephone.

### **9. Delivery Methods**

ILL materials will be sent by USPS

## **10. Notification Methods**

Patrons will be notified by email and telephone. Borrowing libraries will be notified by email.

## **11. Length of Loan/ Renewal**

ILL materials are subject to recall at the discretion of the Everman Public Library.

- Checkout period for ILL: 4 weeks
- Renewal: 2 – 2 week renewals

## **12. Lost Material Fees**

According to Interlibrary Loan Code for the United States from ALA, the borrowing library is responsible for a material from the time it leaves the lending library until it is back on the shelves at the lending library.

- If the patron loses the materials, then the patron will have to pay for the material including any additional fees imposed by the lending library.
- If the post office loses the material, then the borrowing library is still responsible and will have to pay for the loss.

## **13. Information about an ILL Request**

Call the Circulation Desk (817) 551-0726 or send an email to:

[evermanpubliclibrary@yahoo.com](mailto:evermanpubliclibrary@yahoo.com) (subject ILL Request)