

ILL Policy

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.

Borrowing Policy

Any patron who is in good standing with the Springlake-Earth Community Public Library is eligible for interlibrary loan services. No age restrictions apply; children as well as adults can request materials. The Springlake-Earth Community Public Library's existing user confidentiality policy applies also to ILL requests. Due to daily volume of requests, individual patrons are restricted to a total of 5 requests per day.

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

Requests are handled within 24 hours (excluding weekends). Most materials will take an average of 2 to 3 weeks to arrive. Sometimes materials are received in as little as a few days and at times it can take over a month. 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.

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.***

Since return postage is the responsibility of the borrowing library, the Springlake-Earth Community Public Library passes these charges on to the patron.

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.

All requests for photocopies have to comply with federal copyright law. The Springlake-Earth Community Library keeps track of the number of requests per journal title to insure that copyright laws are observed.

Lending Policy

The Springlake-Earth Community Public Library lends materials according to the Interlibrary Loan Code for the United States. We are a free lender.

The checkout period for ILL is 4 weeks with no renewal. ILL materials are subject to recall at the discretion of the Springlake-Earth Community Public Library.

Springlake-Earth Community Public Library lends the following types of materials:

Books – except Bestsellers or items added to the collection in the last 6 months

Audiovisual – except items added to the collection in the last 6 months.

The Springlake-Earth Community Public Library doesn't lend the following types of materials:

Genealogy

Local History

The Springlake-Earth Community Public Library will photocopy up to 50 pages free of charge. For copy requests, the requesting library must comply with the U.S. copyright law (Title 17, U.S. Code) and its accompanying guidelines.