



Antlers Public Library

InterLibrary Loan (ILL) Policy

What is Interlibrary Loan?

Interlibrary loans are transactions in which library materials (book and non-book) are made available by one library to another.

How do I request a book from Interlibrary Loan?

A patron may request that a book be obtained by Interlibrary Loan if the item is not available locally and the patron has a library account in good standing. To request an ILL loan, a patron fills out an Interlibrary Loan Request form and pays \$2.00 to help cover the postage to return the book to the lending library. The form requires a local number where the patron can be reached when the book is received. After collection of the ILL fee, the librarian will approve and enter the request in the state's Interlibrary Loan system.

Antlers Public Library can make no guarantee as to the time it will take to receive the requested item or if the request will be filled at all due to the lending library having the privilege of deciding in each case whether a particular item should or should not be sent. If the request is not filled, the patron will be refunded the ILL fee.

The Antlers Public Library also reserves the right to waive the ILL fee for special projects as determined by the librarian and the Library Board.

How do I request a copy of a magazine or journal article?

A patron may request that a copy of an article be sent to the patron or to the library in the same manner a book is requested – by filling out an Interlibrary Loan Request form. The patron will provide on the form the article title and author and all pertinent information such as volume, issue number, and page numbers.

The Antlers Public Library will not agree to assume costs charged by the lending library, but the patron may do so. If the article is emailed to the library or sent by fax, regular printout and fax charges will apply.

The Rule of Five governs interlibrary loans of photocopies. Borrowing more than five articles from one magazine or newspaper in one year is a violation of the copyright laws. Antlers Public Library will be responsible for recording which magazines it has requested articles from for the year. If five articles have been requested from a particular magazine, newspaper, or journal, the interlibrary loan will not be approved.

Antlers Public Library can make no guarantee as to the time it will take to receive the requested title/article or if the request will be filled at all due to the lending library having the privilege of deciding in each case whether a particular item should or should not be provided and whether the original or a copy should be sent. If the request is not filled, the patron will be refunded the ILL fee.

As a patron of the borrowing library, both the patron and the Antlers Public Library agree to honor any limitations on use imposed by the lending library. Unless specifically forbidden by the lending library, it can be assumed by the patron and borrowing library that copying is permitted, provided that it is in accordance with copyright law and ALA policy and further, provided no damage to the original volume will result. Patrons who request materials from the APL are responsible for returning to the library all ILL materials in good condition and three days prior to the due date specified by the lending library so that we have time to prepare the items for mailing. Renewal requests shall be kept to a minimum. The renewal request should be entered in time for the lending library to receive it before the due date. The lending library shall respond to renewal requests promptly; if it does not, we can assume that renewal for the same period as the original loan is granted. Material on loan is subject to recall at any time and the APL's patron is required to comply promptly.

How are violations of the ILL Code handled?

Flagrant disregard of the provisions of this code will be sufficient reason for suspension of borrowing privileges.

Note - Some of this document is taken from Sarah K. Thomson's "Interlibrary Loan Procedures Manual." The American Library Association has suggested this manual for use in implementing the national interlibrary code. Excerpts from this manual have been modified to fit the policy for the Antlers Public Library.