INTERLIBRARY LOAN POLICY - DRAFT

It is the policy of the Lewis & Clark Library Board of Trustees to lend and borrow materials to and from other libraries in a process called Interlibrary Loan.

Interlibrary Loan (ILL) – Borrowing Materials from Other Libraries

Eligibility

- Interlibrary loan is available to any patron presenting a valid Lewis & Clark Library resident or non-resident card.
- Temporary card holders are not eligible for Interlibrary Loan services.
- Patrons in good standing may borrow up to ten items per month.

Fees and Fines

The Library does not charge patrons a processing fee for ILL requests except under the following circumstances:

- If a lending library charges a fee for the material, the Lewis & Clark Library patron will pay (upon receipt of the material) all charges.
    - When a patron requests an item that is owned by 20 or fewer libraries, the patron must be willing to pay to obtain it.
- Overdue ILL materials will be billed at a rate of 20 cents per day with a maximum of $10.00. There is no grace period on ILL materials.

Suspension of Privileges

- Failure to pick up or refusal of ILL materials requested will result in suspension of interlibrary loan borrowing privileges.
- Continued disregard of any provision of this policy is sufficient reason for suspension of all borrowing privileges after prior warning.

Procedure

- Interlibrary loans will be checked out for the standard three-week period that the Lewis & Clark Library allows for its own collection, unless loan restrictions are made by the lending library. The check out period begins when the Lewis & Clark Library receives the ILL item. ILL materials may be renewed for three weeks when approved by the lending library.
- The Library will not request current best sellers.

Interlibrary Loan (ILL) – Lending to Other Libraries

The Lewis & Clark Library's ILL symbol is: MZI

Interlibrary loans will be accepted via the OCLC WorldCat/WorldShare Resource Sharing System. We also accept faxed, phoned and emailed requests, given that bibliographic information is intact.

The Lewis & Clark Library does not charge for loaning books. Photocopy services are available and free of charge. The borrowing library will not be charged for postage unless first class or federal express is requested. The borrowing library will not be charged for overdue materials.

Items will be loaned for a period of three weeks. Renewals are available when there are no existing patron holds. Leased books are not loaned to other libraries. Reference items will be loaned in-state for in-library-use only, upon approval by the Reference and Information Services Librarian.

With the exception of current issues, all magazines will be loaned for the same period as books and audio-visual materials. Newspapers and microfilm are not loaned, however photocopies or prints with proper citations will be provided.

Renewal requests are made via WorldCat/WorldShare Resource Sharing (WRS). Interlibrary Loan staff will respond to these requests accordingly, checking their availability through the library's automated library system. Renewals are for an additional three weeks.

Reviewed and adopted by the Board of Trustees February 16, 1999
Reviewed and amended by the Board of Trustees December 16, 2008
Reviewed and amended by the Board of Trustees December 20, 2011
Reviewed and amended by the Board of Trustees December 17, 2013