

# Interlibrary Loan Policy

## A. DEFINITION AND SCOPE

1. Interlibrary loans (ILL) are those loans made by one library to another. Collection materials loaned in this manner may include photocopies produced in accordance with the United States copyright laws.

## B. SERVICE AVAILABILITY

1. Any member of the Robeson Community Library in good standing may request materials through ILL services when such materials are not in the Robeson collection.
2. Up to five (5) titles may be requested at one time.
3. Once an ILL item is received by the Robeson Library, the material must be picked up by the member requesting it within five (5) business days of being notified. If the material is not picked up within five business days, it will be returned to the lending library.
4. Because of various expenses connected with ILLs (postage, etc.), materials will not be requested a second time for a member who did not pick up that material when it was received the first time. If circumstances prevent material from being picked up when it is received at the RCL, staff should be notified so it can be returned and then requested again at a later date.
5. There are no charges for routine ILL requests. However, for medical, scientific, or other technical materials, there may be a charge levied by the lending library for each title or subject requested. These charges generally are about \$11.00. Charges must be paid before requests are filled.

## C. LIMITATIONS TO ILL SERVICE

1. The following are types of materials which are generally not available through ILL:
  - a. new books and current year best sellers
  - b. entire issues of periodicals; specific articles may be requested for photocopy
  - c. old and rare books, genealogical works, reference works, etc.

## D. ILL LENDING POLICIES

1. The Robeson Community Library will lend available materials directly to other libraries as requested, except for those listed in Paragraph 3 below.
2. Materials will be loaned for a period of four weeks and may be renewed for another four if they have not been reserved by a local library member.
3. Materials which will not be loaned through ILL:
  - a. current best sellers and other high demand materials
  - b. reference books; although members of other libraries are welcome to use our reference collection in the library
  - c. magazines; articles will be photocopied upon request at no charge, subject to copyright restrictions

## E. OVERDUE FINES AND REPLACEMENT COSTS

1. Overdue fines charged for ILL materials is \$0.50 per day per item. Materials loaned to libraries outside the system will be subject to their overdue policies.
2. ILL materials lost by Robeson Library members will be subject to replacement costs by that member. Materials lost on loan to other libraries will be subject to the borrowing library's policies.

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