

Lyons Public Library Interlibrary Loan Policy

Reviewed Triennially

Interlibrary Loan

Interlibrary Loan is sending and receiving of returnable and non-returnable library materials between libraries for circulation. Interlibrary loan is not reciprocal borrowing, i.e., patrons of other libraries obtaining materials at other libraries Public Library and/or Lyons patrons obtaining materials at the other libraries. Interlibrary Loan, hereafter ILL, is a very labor-intensive service for the requesting and borrowing libraries, thus ILL is a service privilege rather than a right.

Lyons as Interlibrary Loan Borrower

Service

ILL service is available to Lyons resident cardholders in good standing. Requests may be placed by those holding expired and/or delinquent cards, however prior to obtaining requested materials such patrons must reregister, meeting all normal criteria, and reduce the amount of fines and/or fees owed to below the circulation threshold.

Limits

All material formats may be requested via ILL with the understanding that not all other libraries supply all formats. Requests will be placed in good faith. Patrons are limited to ten outstanding requests at a time. All requests will be pursued within Illinois. The further extent to which staff will pursue an item will be determined by the requestor's willingness to pay for obtaining the item.

Fees

Lyons Library will request returnable items available within Illinois free of charge. Returnable items not obtainable within Illinois may be requested on a cost recovery basis. A deposit must accompany such requests. Non-returnable items are generally available free of charge. Any charges will be handled on a cost recovery basis with the prior patron approval.

Notification

Staff will keep patrons apprised of the status of their requests via telephone and/or email.

Lyons as an Interlibrary Loan Lender

Service

Lyons Library will accept loan requests for returnable items via SWAN and OCLC ILL only.

Lyons Library will accept loan requests for non-returnable items via fax and OCLC ILL.

Lyons Library will only honor requests for non-returnable items if the Interlibrary Loan Policy was incorporated into the Circulation Policy in 2002.

Approved May 13, 2014