

Woodridge Public Library Interlibrary Loan Policy

An interlibrary loan is a transaction through which a library provides material or a copy of the material to another library at the request of a specific user.

Eligibility

- All persons with a valid Woodridge Public Library card may use Interlibrary Loan.
- Woodridge Public Library will supply materials to other libraries which have adopted the ILLINET or similar Interlibrary Loan Code.

Requesting

- Interlibrary loan requests for unavailable materials may be initiated from eligible Woodridge Public Library cardholders in person, electronically, by telephone or by FAX. *Unavailable material* includes materials not owned by the Woodridge Public Library as well as materials owned by but not currently on the shelf at the Library.
- Materials supplied by other libraries to fill requests of Woodridge Public Library cardholders may have restrictions. As the requesting library, we must honor the supplying library's conditions of loan, including any special handling provisions.
- Although most interlibrary loan requests are processed the day that they are received, staff cannot always determine immediately if the material is owned or is available from another institution. Staff cannot determine when the material will arrive in the library.
- Copyright or licensing restrictions may require the supplying library to refuse to fill some copy requests.

Supplying

- Woodridge Public Library does not supply newspapers, reference materials or microforms.
- Woodridge Public Library accepts interlibrary loan requests from other libraries, not from individual users of other libraries.
- Copyright or licensing restrictions noted above may apply here as well.

Fees

- Woodridge Public Library users are charged a fee for materials supplied by libraries outside Illinois. At a minimum, this fee reflects postage charges the Library incurs in obtaining these materials. In addition, some libraries charge a handling fee to supply materials. Library users are informed of these fees and must agree to pay them before a request for out-of-state material is processed. Charges will be applied regardless of whether or not the patron uses the material.
- Woodridge Public Library users are charged a fee for photocopies of articles or documents in those cases where the Library is charged to obtain those items. Library users are informed of the fee and must agree to pay before a copy request from a charging library is requested. As above, charges will be applied regardless of whether or not the patron collects the copy.
- Woodridge users who lose or damage materials supplied by other libraries pay the amount stipulated by the lending institution.
- Requesting libraries will be charged the price of the item as listed in the SWAN item record plus a processing fee for lost or damaged Woodridge Public Library materials.

Standards

- Woodridge Public Library's ILL policy is in conformity with established ILL standards including the *National Interlibrary Loan Code for the United States*, the *Illinet Interlibrary Loan Code*, the *ILLINET Online Library Resource Sharing Code*, and the *RAILS Resource Sharing Policy*.

Review

- This policy will be reviewed every three years.

Revised and approved by the Woodridge Public Library Board of Trustees 7/15/2009; amended 7/20/2011