

## **Woodridge Public Library Interlibrary Loan Policy**

An interlibrary loan is defined as a transaction in which material moves from library to library at the request of a designated user.

### **Eligibility**

- All persons with a valid card may use the Interlibrary Loan Service. Only Woodridge cardholders may request items from outside the SWAN catalog.
- Woodridge Public Library will supply materials to other libraries which have adopted the ILLINET or similar Interlibrary Loan Code.

### **Requesting**

- Requests for unavailable materials may be initiated from cardholders in person, electronically, or by telephone.
- As the requesting library, Woodridge honors the supplying library's conditions of loan, including special handling provisions.
- Staff cannot determine when the material will arrive in the library.
- Copyright restrictions apply to all requests.

### **Supplying**

- Woodridge Public Library does not supply newspapers, reference materials or microforms.
- Woodridge Public Library accepts interlibrary loan requests from all libraries, but not from individual users of non-SWAN libraries.
- Copyright restrictions apply to the filling of all requests.

### **Fees**

- Woodridge Public Library users are charged a fee for materials supplied by libraries outside Illinois. This fee reflects postage and handling fees. 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 only if material is received and regardless of whether or not the patron uses the material.
- Woodridge Public Library users are charged a fee for photocopies of articles or documents when the Library is charged to obtain those items. Library users are informed of any fees and must agree to pay before a request is processed. As above, charges will be applied only if material is received and regardless of whether or not the patron collects the copy.
- Woodridge users who lose or damage materials supplied by other libraries must pay the amount stipulated by the lending institution.
- Requesting libraries will be charged the price of the item as listed in the SWAN database for lost or damaged Woodridge Public Library materials.

### **Standards**

- Woodridge Public Library's ILL policy conforms 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; 10/21/2015