

SCOTT COUNTY LIBRARY SYSTEM INTERLIBRARY LOAN POLICY

In the interest of providing quality service, libraries make an effort to obtain materials to meet the needs of users when materials are not available in the local system. Interlibrary Loan (ILL) refers to the transfer of materials between Scott County Library System (SCLS) and non-RiverShare libraries to fulfill patron requests. Holds transited between libraries in RiverShare are governed by separate policies.

BORROWING -SCLS REQUESTING MATERIALS FROM OTHER LIBRARIES

SCLS follows the Interlibrary Loan Code for the United States, prepared and approved by the Interlibrary Loan Committee, Reference and User Services Association (RUSA) of the American Library Association (ALA) and the SCLS Circulation Policy.

- Service is provided to SCLS patrons only. Those with RiverShare, Open Access, or other library cards must submit ILL requests through their home library.
- Patrons may borrow 6 free ILL items per year, per library card, and after that, a charge of \$3.00 per item will be added to their library account for each additional request filled.
- Patrons with any overdue ILL items may not request another until the overdue item is returned.
- Patrons blocked from circulation in the automated library system for fines and/or fees may not request any ILL items until the blocks are resolved. Library staff will check a patron's account before a request is made. See SCLS Circulation policy, Appendix A.
- Based on demand, the local collection, professional determination, cost of item, and other factors, Information Staff may determine an item too new or inappropriate to request on ILL and a purchase request may instead be forwarded to the appropriate selector.
- Patrons may not request the same title via ILL more than once in the same calendar year.
- Items available in RiverShare may not be requested via ILL even if there is a holds queue.
- Items received via ILL may only be picked up at an SCLS branch or the Bookmobile.
- Interlibrary loan items will be assigned a loan period equivalent to an SCLS item, and one renewal may be requested, subject to the restrictions of the lending library.
- Patrons who have not returned an interlibrary loan item will be billed for the cost of the item when SCLS receives a bill from the supplying library.
- Patrons who have not picked up an Interlibrary Loan within 7 days after they are notified will have a processing fee added to their library account. See SCLS Circulation policy, Appendix A.

Requests will not be made of libraries outside of the United States. SCLS will not borrow materials from libraries who levy fees to do so. Every attempt is made to request materials from libraries who do not charge for ILL. Patrons will be charged the Library's current rate for printing articles or other materials that are sent in a digital format. See SCLS Circulation Policy, Appendix A.

SCLS will pay the cost to return ILL items via the most cost effective delivery system and returns will be packaged according to the request of the supplying library.

SCLS assumes financial responsibility for the use and safe return of any item supplied by another library through ILL, whether lost in transit or never returned by our patron.

LENDING – SENDING SCLS MATERIALS TO OTHER LIBRARIES

- SCLS does not charge a fee to lend materials on ILL.
- SCLS will honor direct requests using an ALA Interlibrary Loan Request Form.
- SCLS will pay the cost to ship ILL items via the most cost effective delivery system.
- Due to heavy demand, limited quantities, historical value, minimal cost, or other factors, some types of materials will not be available for ILL lending. Reference materials, Special Collections items, kits, video games, and electronics are examples of items that may not be loaned. In addition, SCLS may limit loans of newly acquired materials. See SCLS ILL procedures.
- SCLS will copy a limited number of pages free of charge. See SCLS ILL procedures.
- Items will be checked out for an extended loan period that allows for travel time between libraries. Loan and renewal periods are specified in SCLS ILL procedures.
- Renewals will be accommodated according to the Library's current policy. See SCLS Circulation policy, Appendix A.
- A bill will be sent to the borrowing library if materials are not returned by 30 days after the due date.

BORROWING AND LENDING MULTIPLE COPIES FOR DISCUSSION GROUPS

SCLS will request multiple copies for discussion groups for our patrons via specific interlibrary loan processes established within the state of Iowa for that purpose. SCLS will share bibliographic and copy information about Book Club kits that we own and will lend to libraries in Iowa. Book club kits will be sent via authorized Iowa library delivery systems that can accommodate their size, but not via United States Postal Service or other standard commercial delivery systems. Loan periods and renewal policies may vary from standard interlibrary loan transactions. See SCLS ILL procedures.

Approved by the Board of Trustees

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