



GLENCOE PUBLIC LIBRARY

INTERLIBRARY LOAN POLICY

Interlibrary loans are transactions in which library materials are made available from one library to another.

The Glencoe Public Library (Library) shall participate within the guidelines of all Illinois Library and Information Networks (ILLINET) and current library systems' interlibrary loan agreements and protocols.

BORROWING

The Library shall thoroughly check its own collection before initiating interlibrary loan requests.

- A. Interlibrary loan service within the library system in which the Library participates (Cooperative Computer Services (CCS)) will be offered to all patrons.
- B. Interlibrary loan service within the Find More Illinois (FMI) program will be offered to all patrons of CCS libraries.
- C. Requests for materials owned outside the CCS and FMI systems will be submitted for Glencoe cardholders only. There will be no service charge for these out-of-system materials beyond any possible lending fees assessed by a lending library. Patrons will be notified of and approve any charges prior to the Library placing any such request.
- D. The Library generally will initiate processing of borrowing requests for materials in the CCS and FMI systems within one working day of receipt. Requests for materials outside the CCS and FMI systems generally will be processed within three working days of receipt (Glencoe cardholders only).
- E. Interlibrary loan items may be available for renewal, depending on approval by the lending library.
- F. To the extent the Library is subject to copyright law as a borrowing library, it will comply. Patrons are responsible for complying with any copyright laws that apply to them as borrowers.
- G. The Library shall honor the lending library's conditions of loan, including cost of repair or replacement.

LENDING

- A. The Library's materials shall be made available to borrowing libraries with the following exceptions: audiovisual equipment, reference materials, new materials still in demand with Glencoe cardholders, Library of Things, and other materials restricted to in-house checkout by Glencoe cardholders only.

- B. Borrowing libraries may renew borrowed materials that are not on hold for Glencoe cardholders.
- C. To the extent the Library is subject to copyright law as a lending library, it will comply. Patrons are responsible for complying with any copyright laws that apply to them as borrowers.

Adopted	September 17, 1997
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