

**COAL CITY PUBLIC LIBRARY DISTRICT  
INTERLIBRARY LOAN POLICY**

**APPROVED BY  
THE BOARD OF TRUSTEES  
MAY 14, 2019**

# COAL CITY PUBLIC LIBRARY DISTRICT INTERLIBRARY LOAN POLICY

## PURPOSE

The Coal City Public Library District (Library) provides interlibrary loan (ILL) services in order to provide patrons access to resources not owned by the Library.

## BORROWING GUIDELINES

In System ILL services are available to anyone with a library card in good standing from within PrairieCat's Consortia. Online Computer Library Center (OCLC) interlibrary loan requests can only be made by Coal City Public District Library card holders.

## LIMITS

To ensure that requests are processed promptly, patrons are limited to 50 requests at one time.

## DELIVERY DATES

Delivery dates for ILLs cannot be guaranteed.

## FEES

ILL service is usually free of charge. If the lending library charges a fee, it will become the responsibility of the requesting patron. Patrons must preauthorize the acceptance of fees. If accepted, the fee will be attached to the patron record and will require payment at the time of pickup. If an item with a fee is not picked up, the fee remains the responsibility of the requesting patron. The Library will pay postage costs for items that require postage.

## USER RESPONSIBILITY

ILLS must be picked up and returned to the Library. If materials are not picked up on a regular basis, ILL privileges may be suspended.

If there is paperwork that accompanies the ILL material, it must be returned with the item.

### **REQUESTING ITEMS**

Library staff will try to find requested items in the order as follows:

- PrairieCat
- Find More Illinois
- Swan/Pinnacle
- OCLC in state
- OCLC out of state

ILL searching is limited to libraries located within the United States.

### **NOTIFICATION**

When the material arrives, the patron will be notified by either telephone or email. Materials received through ILL will be available on the Holds Shelf. Material not picked up will be returned to the lending library.

### **LOAN PERIODS AND RENEWALS**

The lending library may impose restrictions on loans that may include using the material in the Library only or not allowing photocopying. The loan period for materials is determined by the requesting library. Materials should be returned by the due date indicated at checkout. The patron will be allowed to renew ILL material at the discretion of the lending library.

### **LOST/DAMAGED MATERAIL**

The lending library will determine the replacement cost of any lost or damaged materials. The patron who borrowed the material is responsible for all costs.

## **LENDING GUIDELINES**

### **HOW TO REQUEST**

Requests may be submitted through the Library's online catalog, phone, email, or OCLC requests.

### **LIMITATIONS**

The following material cannot be requested through ILL:

- Textbooks
- Digital materials (i.e., eBooks, eAudiobooks)
- Hotspots
- Will/Grundy Genealogical materials
- Microfilm
- New Fiction, Paperbacks and DVDs within 4 months of purchase

Photocopy requests must comply with current copyright laws.

### **LOAN PERIODS**

All materials loaned through PrairieCat will circulate by the borrowing library's rules. Loans made through OCLC will typically circulate instate for 4 weeks and out of state for 6 weeks. Three renewals will be allowed if there are no holds.

### **COST**

There is no fee to request ILL materials.

### **DELIVERY METHODS**

Materials will be sent by courier within Illinois and by mail outside of Illinois. Photocopy requests can be mailed, faxed, emailed or by Article Exchange via OCLC.

### **OVERDUE, BILLED, LOST AND DAMAGED ITEMS**

Material that is not returned, is lost or damaged will result in a replacement fee based upon the cost of the material. The borrowing patron shall be held responsible for willful or accidental damage to ILL materials when checked out to their account.

**CONTACT INFORMATION**

Interlibrary Loan

Coal City Public Library District

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