

Jack Russell Memorial Library Interlibrary Loan Policy

Interlibrary loan service is essential to the vitality of libraries of all types and sizes as a means of greatly expanding the range of materials available to users. Lending between libraries is in the public interest and should be encouraged. Interlibrary loan should serve as an adjunct to, not a substitute for, collection development. When resources within the library and consortium have been exhausted, loan requests to more distant libraries should then conform to the provisions of the Interlibrary Loan Code for the United States Prepared by the Interlibrary Loan Committee, Reference and User Services Association (RUSA), 1994, revised 2001. Revised by the Codes, Guidelines, and Technical Standards Committee, Sharing and Transforming Access to Resources Section (STARS) 2008 and 2015. Approved by RUSA Board January 11, 2016, and the Wisconsin ILL Guidelines 2016.

An interlibrary loan is a transaction in which library material or a copy of the material is made available by one library to another upon request. The purpose of an interlibrary loan (ILL) as defined in this policy is to obtain library material not available in our local consortium.

Lender Restrictions

Under the terms of this policy, it is permissible to request an interlibrary loan from Jack Russell Memorial Library (JRML) for any type of library material. This JRML will decide per request whether a particular item can be provided using its current lending policy as a guide in making the determination.

The JRML will not ordinarily lend the following types of materials:

Rare or valuable material
Bulky or fragile items that are difficult to ship
Material in high demand at the JRML (ex: items that have a waiting list)
Material with local circulation restrictions (ex: Watts up energy testing kit)
Unique material that would be difficult or impossible to replace
Video games

Responsibilities as a borrowing Library

JRML makes every effort to borrow from a free lending library. If a free lending library is not available, JRML will not assume costs charged by the lending library. The requesting patron will be advised of the charges and authorization of the loan will be approved by and charged to the patron.

Checkout period of ILL's

The checkout period is specified by the lending library. ILL materials should be returned promptly and are renewable. However, as the borrowing library, JRML can make requests for renewals before the due date. Patrons are asked to please contact the JRML at least four days in advance of the due date to make the request to the lending library. Staff will contact the patron with a new date if the renewal is granted by the lending library.

Eligibility

Any patron of JRML's current consortium in good standing may make ILL requests. Requests must be made, picked up and returned directly to the JRML.

Process for requesting ILL's

There is a limit of five active requests per patron record. "Active request" is defined as requests pending, items awaiting check-out, and items currently checked-out. As ILL items are returned, patrons may place additional requests so as to total five active requests. The library will not accept or retain ILL requests other than active requests.

To initiate a request the patron must complete as fully as possible JRML's ILL request form. Only 1 item per form is permitted. Requests will not be made without the form.

Patron Responsibilities

Library patrons who have checked out ILL's are expected to return them by the due date and in the same condition they received them. Fines will be assessed for materials returned late using the current fines schedule. Patrons are asked to pick up ILL's promptly. Charges will be assessed if the material has been damaged while in the user's possession. The charge for lost interlibrary loan items is determined by the lending library. ILLs not returned to the JRML will follow current library circulation policy procedures.

It is very important to return interlibrary loan materials, with all paperwork for the material, promptly so that they are returned to the owning library by the due date. Materials returned without the paperwork will be charged \$3. Failure to return another library's materials on time may affect our ability to borrow from that library in the future.