



ILL Borrowing and Lending Policy

Adopted: 02/2001

Revised: 05/2019

Reviewed: 05/2019

It is the policy of the Scott County Public Library (SCPL) to obtain books and other materials for its patrons via interlibrary loan (ILL) when requested materials are not available at SCPL and it is ascertained that ILL is the best means for attaining the materials. ILL supplements the collection but is not meant to be a substitute for collection development. The library will also respond to ILL loan requests from all types of other established American libraries.

The SCPL will use the American Library Association (ALA) National Interlibrary Loan Code, resources at the Kentucky Department for Libraries and Archives (KDLA), and practices commonly accepted by Kentucky public libraries for guidance in ILL procedure.

Interlibrary loan activities are the responsibility of the Adult Services Manager but can be designated to other staff. The SCPL staff will abide by the following specific policies:

- Reference staff will seek to conduct effective reference interviews so that the patron's specific needs will be ascertained and that ILL will be used judiciously.
- Patrons must be at least 18 years old and have a valid and non-delinquent SCPL card to be able to borrow books through ILL.
- Printed ILL request forms must be filled out completely, including a signature verifying that the copyright statement has been read and agreed to. Online ILL request forms contain equivalent copyright/ILL agreement language: "By filling out the below form and submitting my ILL request, I state that I understand the Copyright Warning and I agree to the ILL policy."
- All ILL requests will be carefully screened by the ILL staff to ensure that the item is not owned by the SCPL and that the requested item would not be more appropriately obtained through purchase. Items currently available from SCPL's contracted book wholesaler for \$10.00 or less could be recommended for purchase to the appropriate department.

INTERLIBRARY LOAN BORROWING POLICIES

- Some restrictions will be placed on types of material requested through ILL. SCPL will not borrow the following:
 - * Genealogical materials
 - * Fiction books published within the last twelve months
 - * Nonfiction books published within the last six months
 - * Any item published in the last six months
 - * Titles which SCPL owns or has on order
 - * Reference materials
 - * Audiovisual materials (video, microfilm, cassettes, etc.) unless the patron has confirmation from a particular source that the item will be lent.
- Books/photocopies are borrowed through the Online Computer Library Center (OCLC) WorldShare ILL service first from libraries in Kentucky, if available, and then from other libraries.
- Our ILL request forms will have the "Warning concerning copyright" statement. The SCPL will not request photocopies if in its judgment there is a violation of copyright involved.
- For books, author and title information must be available for a request to be processed. For periodical articles, we must have complete date, and either title of article or subject and page number.

- The loan period for an ILL item varies depending on the lending library's policies. (This is usually between two to three weeks.)
- It is important that ILL books be returned on time since it is a privilege to borrow these items.
- Renewals are not encouraged. If there is a valid need, requests for renewal should be made at least four days prior to the due date. Only one renewal will be allowed for a particular title.
- Overdue ILL books are subject to a fine of \$1.00 per day per item.
- Patrons will be responsible for any lost or damaged ILL items.
- The SCPL reserves the right to cancel a patron's ILL borrowing privileges for abuses.
- A patron may have as many as three requests "on order" at a time.

INTERLIBRARY LOAN LENDING POLICIES

- Books will be lent without charge.
- We will accept requests via OCLC and ALA ILL forms.
- KDLA recommendations will be followed regarding all ILL's with Kentucky libraries and out of state libraries.
- The following material types will not be lent:
 - * Reference books
 - * Audiovisual items
 - * Holiday books (at the time of that particular holiday)
 - * Nonfiction books published in the past six months
 - * Fiction books published in the past twelve months
 - * Rented books (Baker & Taylor Lease Plan)
 - * Microform
 - * Entire issues of periodicals
- The lending period for books will be 8 weeks.
- Renewals for two weeks may be given if there is not a reserve for the item or an expected demand for the item.
- Overdue fines will not be charged but overdue notices will be sent at the following intervals; two weeks and four weeks.
- If a library continually abuses its borrowing privileges, notification will be sent to that library that its borrowing privileges will be suspended until the problem is resolved.
- We will seek to be as generous as possible in filling requests, but the needs of SCPL patrons will always be first priority. Existing staff resources may also limit the number of requests we are able to fill.
- The following policies relate to photocopy requests:
 - * Reciprocal arrangements will be honored (libraries with which we have made special arrangements for providing and receiving copies free of charge)
 - * Kentucky libraries will not be charged for copies
 - * Any library that does not charge the SCPL for copies will, in turn, not be charged for copies.
 - * Requests for more than twenty pages will be evaluated on a case by case basis.
 - * We will not fill requests which appear to be in violation of copyright guidelines.