



# ILL Borrowing and Lending Policy

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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. ILL supplements the collection but is not meant to be a substitute for collection development.

Interlibrary loan activities are the responsibility of designated staff. The SCPL staff will abide by the following specific policies:

- Adult Services 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 will not be more appropriately obtained through purchase.

## **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
  - \* Titles which SCPL owns or has on order
  - \* Reference materials
  - \* Audiovisual materials (video, microfilm, etc.)
- 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 the 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. Renewals will be reviewed on a case-by-case basis.
- 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 Online Computer Library Center (OCLC).
- 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
  - \* Leased books
  - \* Microform/microfilm
  - \* Entire issues of periodicals
  - \* Genealogical materials
- The lending period for books will be four 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, and overdue notices will be generated automatically by OCLC, and 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 20 pages will be evaluated on a case-by-case basis.
  - \* We will not fill requests which appear to be in violation of copyright guidelines.