



## Old Lyme Phoebe Griffin Noyes Library

### INTERLIBRARY LOAN POLICY

#### What is Interlibrary Loan?

In order to best serve our patrons, it is often necessary to obtain library material, or a copy of those materials from libraries outside our consortium. Interlibrary loan (ILL) is the process by which a library requests material from, or supplies material to, another library.

#### **BORROWING FROM OTHER LIBRARIES**

##### Who Can Place Interlibrary Loan Requests

Interlibrary loan services are available to all registered borrowers regardless of home library. The library reserves the right to deny interlibrary loan services to any patron with outstanding overdue fines, or fees for lost or damaged items.

Patrons will be limited to no more than ten (10) interlibrary loan transactions at any one time. This includes requests that are pending, in process, or are currently checked out. As ILL items are returned, additional requests can be placed.

##### Fees

Generally, there is no charge for in-state interlibrary loans, however any charges incurred for in-state or out-of-state interlibrary loans will be passed on to the patron. Patrons will be notified of cost and no request will be submitted without the consent of and payment by, the patron. The library also reserves the right to charge patrons for mailing costs of those items that must be returned via U.S. mail.

##### What Types of Materials can be Borrowed and for How Long?

Although the library can place ILL requests for a variety of formats (books, audio books, CDs, DVDs, and periodical articles), it is entirely up to the lending library what they will lend. Electronic resources (such as downloadable books) cannot be borrowed from other libraries. Microform will also not be borrowed.

##### Responsibility for ILL Items

The lending library determines any conditions regarding the use of their materials such as “in library use only” and these restrictions will be honored by the Old Lyme PGN Library. The loan period and renewal policy for interlibrary loan materials is also at the discretion of the lending library.

Late fees for interlibrary loan materials are the same as for materials belonging to this library. Items not returned or damaged shall be billed to the patron as billed by the lending library. This may include processing costs as well as the replacement cost of the item.

Failure to adhere to the conditions set forth by the lending library can result in the loss of the Library's borrowing privileges from that library. For this reason, ILL materials require special attention by staff and patrons. Non-compliance with the conditions set forth by the lending library can result in the suspension of a patron's ILL privileges.

Requests for journal articles will be consistent with CONTU (Commission on New Technological Uses - of Copyrighted Works) guidelines. The most important CONTU guideline is the "Rule of Five", which states that a library may not request more than 5 articles from a particular journal in a given year. These guidelines apply only to articles published fewer than five years from the date of request. Adherence to CONTU guidelines is the responsibility of the requesting library.

### **LENDING TO OTHER LIBRARIES**

Providing materials to other libraries is an equally important aspect of interlibrary loan. Pending ILL requests for our materials will be checked daily in reQuest (Connecticut statewide lending system) on all open days. Additionally, ILL requests from other libraries will be accepted by fax, email or mail.

#### What Materials will not be loaned through ILL?

As a lender we strive to loan materials as freely as possible. There are no format restrictions on lending format however new, high demand books and videos will not be loaned through ILL. In general, reference materials are not lendable but determinations can be made on a case-by-case basis. Fragile, rare or valuable items will not be sent out on ILL.

#### Loan Period

For materials loaned through ReQuest, the lending period is 35 days. Items can generally be renewed provided that they are not high demand materials.

#### Fees

There are not any fees for borrowing our materials. We will exempt overdue fees for ILL materials loaned to other libraries, however if an item is lost or damaged, we will charge a replacement fee. Replacement fees for items lost through C-Car will be determined on a case by case basis.