

## Interlibrary Loan Service Procedures

### Definition

Interlibrary loan (ILL) is a service through which Lincoln Parish Library (LPL) borrows books and materials from other libraries in Louisiana and across the country. Used to supplement the library's collection, ILL networks libraries to fill each others' needs. Library patrons submit requests for materials. When the materials arrive, they are then checked out as normal. It usually takes from one to two weeks to receive materials.

### Uses for ILL Service

- The library does not have a particular title or item.
- The library's copy is missing or "eternally" checked-out.
- The patron needs a copy of a magazine article.

### Requests

- ILL request forms are available from the circulation desk and Information Desk.
- The patron is required to give his/her complete name (as it appears on his/her library record), his/her library card number, and a contact phone number.
- He/she is also asked to fill in as much known information about the requested item(s) as possible.
- Most items borrowed are filled within the State of Louisiana. To increase the possibility of acquiring an item, the patron can select to go outside the State for a fee (see below). If no selection is given, the library will assume that the patron is unwilling to pay a fee.

### Items that can be borrowed

- Books
- Audiobooks (both cassette and CD)
- DVDs (See **Request Limits** below)
- Copied magazine articles (see **Fees/Fines** below)

### Items that cannot be borrowed

- Anything published or released within the last six months
- Complete magazine issues
- Feature films less than twenty years old (for out of state requests only)
- Items owned by LPL with a reserve list.
- Any item that LPL is not willing to loan or maintain in its current collection. These items include, but may not be limited to:
  - Reference titles
  - Test study guides
  - Genealogy materials
  - Music albums

### **Patron Requirements**

- The service is available to valid Lincoln Parish Library card holders in good standing.
- Patrons owing any fines or fees will not have materials borrowed for them.
- The patron must pay any ILL fees (see below) at the time that the item(s) are picked up.

### **Fees/Fines**

- There is no charge for materials borrowed within the State of Louisiana. The library will send all requests through Louisiana libraries first.
- By patron request, the library will submit requests for titles outside of the State. The fees on these items cover the cost of return shipping to the lending library, usually less than \$4.00. Willingness to pay this fee expands the resources from which an item can be obtained and thus the success of filling the request.
- Copied materials will have a fee per page determined by the lending library. The patron should give a limit that he/she is willing to pay when requesting copies.
- All materials are subject to the same fine structure as all LPL materials at 10 cents per day.
- All ILL items will have paperwork attached to it either in the form of a band around a book cover or as inserts in vinyl cases. Missing paperwork will result in a \$1 fee and possible overdue fines.
- **Lost or damaged items are subject to the lending library's replacement/damage cost assessment. These may include fines and fees not currently imposed by LPL.**

### **Check outs/Renewals**

Interlibrary loan items are checked out just like any other item from the library for a two week period; however, they may not be renewed.

### **Request Limits**

A patron may have no more than 20 active ILL requests at one time. An active request is defined by requests that are in the process of being acquired for the patron from another library. Within the total number of active requests, there may be no more than 6 DVD requests. Once an item has been processed by LPL and is checked out by the patron, that request is considered fulfilled and is no longer counted.

### **Disclaimer**

Lincoln Parish Library offers ILL as an extended service to our patrons. LPL makes every effort to match patron requests to the proper item(s). Items requested are not guaranteed to be provided; lending libraries have the right to deny any request at any time for any reason.

*Reviewed and revised – August 17, 2020*