

Hedberg Public Library
A502 Interlibrary Loan Services
Board Policy
Last update – July 2010

HPL participates as a lender in the Wisconsin Interlibrary Loan (ILL) system. HPL will loan print and non-print materials to other libraries, with the following exceptions. Magazine issues will only be loaned to libraries within the state of Wisconsin; however, we will provide photocopies of articles to libraries outside of Wisconsin upon request. Reference materials including Janesville Room items are not loaned; we will send photocopies of portions of the material when requested. We will only loan Microforms to other member libraries of the Arrowhead Library System.

HPL also participates as a borrower in the Wisconsin ILL system, submitting requests from patrons for material not available through the shared ALS library catalog

When HPL requests items from outside of the Arrowhead Library System, HPL follows the state guidelines of not requesting new materials (items less than 6 months old), high demand titles, or titles owned by HPL that are checked out to another patron. Any patron with a library card from any member library of the shared Arrowhead Library System catalog may request items through Interlibrary Loan. The patron must provide either a working phone number or a working email address when a request is submitted. Staff will process up to 10 Interlibrary Loan requests per week, per person. If a patron's outstanding fines are over \$10, no Interlibrary Loan requests will be processed for the patron.

The loan period for each Interlibrary Loan item is set by the lending library. Renewals may be requested when necessary, and are only granted with the approval of the lending library. Renewals must be requested at least two days prior to the due date.

If a patron fails to pick up requested items (including photocopies) on three separate occasions in any 12-month period, no Interlibrary Loan requests will be processed for that patron by HPL for the succeeding twelve months. Any item not picked up cannot be re-requested for three months on in-state items or six months on items from outside of Wisconsin. Photocopies not picked up are mailed at the patron's expense.

Overdue fines are one dollar per day, per item. There is no grace period. A patron with a total of 3 items overdue by one week or more in any 12-month period will lose ILL privileges for the succeeding twelve months.

Patrons must return all Interlibrary Loan items to a staff member at the Checkout Desk. "Claimed returns" are not accepted on Interlibrary Loan items.

If the patron fails to return Interlibrary Loan item, HPL receives a bill from the lending library. This bill may be considerably higher than the original cost of the item. The patron is responsible for the entire amount charged by the lending library, including any processing fees or miscellaneous charges that may be levied.