

Hedberg Public Library  
A502 Interlibrary Loan Service  
Board Policy  
Last update - May 2006

HPL will participate as a lender in the Wisconsin Interlibrary Loan (ILL) system. HPL will loan print and non-print materials. Magazines will only be loaned within the state of Wisconsin; we will provide photocopies of articles to libraries outside of Wisconsin upon request. Reference materials including Janesville Room items are not loaned, but portions of the material may be photocopied. Microforms are not loaned outside the Arrowhead Library System.

HPL also participates as a borrower in the Wisconsin ILL system, submitting requests from patrons for material the library does not own. In some cases, HPL will actually purchase the requested item, but if that is not possible or considered appropriate staff will try to borrow the material from another library. For out of system requests 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 an HPL library card may request items through Interlibrary Loan. Staff will process up to 10 interlibrary loan requests per week, per person. Patrons are charged the current HPL reserve fee when they pick up their interlibrary loan items, including photocopies.

If a patron's outstanding fines are over \$15, no interlibrary loan requests will be processed for the patron.

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.

Renewals must be requested at least two days prior to the due date.

Overdue fines are 50 cents per day, per item. There is no grace period. A patron with 3 items overdue by one week or more in any 12-month period will lose ILL privileges for the succeeding twelve months.

If the patron fails to return interloan materials, HPL receives a bill from the lending library. These charges vary and the patron is responsible for the cost of the item as specified by the lending library, including any processing fees or miscellaneous charges that may be levied. "Claimed returns" are not accepted on interlibrary loan items.

Occasionally, items are borrowed directly from libraries outside of the Wisconsin State interloan system. For example, patrons can borrow microfilms from the National Archives at a rental cost of \$3.50 per roll. Current Wisconsin state law prohibits the charging of patrons for this service. HPL will absorb the costs. Patrons may make a donation to HPL to support this portion of the interlibrary loan program if desired.