



# Interlibrary Loan Policy

The Aurora Public Library recognizes that Library cooperation is essential to providing the information needs of their own patrons and library patrons across the State of Illinois. In view of this, the Aurora Public Library endorses the Illinois Interlibrary Loan Code and offers full participation in ILLNET as its resources allow.

## Scope

The following materials are available for the Interlibrary Loan from the Aurora Public Library:

- Circulating books
- Circulating periodicals
- Sheet music
- Audio-visual materials
- Photocopies from non-circulating materials

The following materials will not be available for Interlibrary Loan:

- Reference materials
- Special local history & genealogy materials
- Microfilm or Microfiche
- Framed art prints
- Sculptures
- Bound periodicals

Responsibilities of the Aurora Public Library:

- The Aurora Public Library shall make every attempt to initiate processing of requests as rapidly as possible.
- The Aurora Public Library shall notify requesting libraries of non-availability of requested materials after making through search for requested materials.
- The Aurora Public Library will provide photocopies to requesting libraries from non-circulating materials. There will be no charge for photocopies provided.
- The Aurora Public Library will make every effort to verify Interlibrary Loan requests using all resources available before requesting items.
- The Aurora Public Library shall honor the policies and conditions of loan of the lending libraries that loan materials to Aurora Public Library.
- The Aurora Public Library shall be responsible for costs of repair or replacement of items according to the policies of the lending library.
- The Aurora Public Library shall make every effort to recover materials from delinquent patrons.

Expenses:

- The Aurora Public Library shall not charge other libraries fees for use of its materials.
- The Aurora Public Library shall not charge other libraries fines for overdue Aurora Public Library materials.

Duration of the Loan:

- The Aurora Public Library will loan materials for their regular loan period in force at the time.
- The Aurora Public Library will not be able to renew Interlibrary Loan Materials.

Interlibrary Loan Borrowing:

- The Aurora Public Library will attempt to meet the needs of Aurora Public Library cardholders by borrowing materials from other libraries that are not available in the Aurora Public Library collection.
- Any fees charged to the Aurora Public Library by other libraries will be the responsibility of the patron.
- The Aurora Public Library will comply with the copyright law (Title 17) in all requests for photocopies.