

I. PURPOSE

The Warrenville Public Library District offers interlibrary loans to fulfill member requests for materials that are not viable to add to the Library collection or not available to purchase. The Library tries to fill requests made by other libraries in the spirit of cooperation and in accordance with ILLINET Interlibrary Loan Code, RAILS Resource Sharing Policy and the Interlibrary Loan Code for the United States.

II. DEFINITIONS

A. SWAN (System Wide Automated Network) Interlibrary Loan

The WPLD is a member of the SWAN consortium with a shared catalog of more than 8 million physical materials. Reciprocal sharing of resources through interlibrary loan is a responsibility and benefit of SWAN membership.

B. OCLC Interlibrary Loan

The WPLD loans materials to other libraries that are requested through OCLC WorldShare and also uses this network to borrow materials not owned by SWAN libraries for WPLD members.

III. BORROWING MATERIALS THROUGH SWAN INTERLIBRARY LOAN

A. Any cardholder who is registered at a SWAN library may place holds on physical materials through the WPLD catalog, in person or by calling the Adult Services or Youth Services Desk.

B. Hold Limits:

- WPLD Members may have a maximum of 200 holds placed at a time on items within SWAN.
- Non-SWAN Borrowers may have a maximum of five holds placed at a time on items within SWAN.
- SWAN Borrowers' hold limits follow the policies of the borrower's home library.

C. SWAN interlibrary loans checked out at WPLD follow the policies outlined in Policy No. 211: Loan Periods, Limits, Renewals & Holds.

IV. BORROWING MATERIALS THROUGH OCLC INTERLIBRARY LOAN

A. OCLC interlibrary loan service is only available to WPLD members in good standing. All other individuals will be asked to request these services through their home library.

- B. If items are not available from a SWAN library, WPLD will place Interlibrary Loan requests through OCLC.
- C. WPLD members may request materials through the Item Request form online or in person. Library staff will determine if it is in the best interest of the Library to purchase the materials or borrow from another library. Best sellers, high demand items, materials owned by the library (unless they are missing/damaged/lost) and material obtainable through SWAN may not be borrowed from another library. Staff will consider requests for recently-published titles by following guidelines set forth in the *Materials Selection Policy*.
- D. WPLD members may submit up to eight item requests in one calendar month. A librarian may further restrict the number of items requested when necessary to ensure equitable and timely service within the constraints of budget and staffing.
- E. The Library cannot guarantee the availability of any material requested. Members will be notified if material cannot be obtained.
- F. The Library reserves the right to deny use of the Library's interlibrary loan services if a member has repeatedly lost or fails to pick up items requested through OCLC interlibrary loan.
- G. A \$3 processing/postal fee will be applied to materials requested from out of state. A fee may also be issued for photocopied material. This fee will be charged to the member when the materials are received by the Library.
- H. Requests that Library staff determine may violate copyright laws will not be accepted.
- I. OCLC interlibrary loans must be picked up within 7 days of arrival at the Warrenville Library, unless the library is notified of special circumstances. Members will be notified by their preferred hold notification preference (Automated phone call, email or text).
- J. Due dates and renewal requests:
- The Library cannot guarantee that a request will be filled by a specific date. If a member needs an item by a specific date, the Library staff will try to identify a local library that will hold the item for in-person pick-up.
 - Due dates are determined by the lending libraries. Decisions regarding the renewal of materials are made by the lending library.
 - Depending on the lending library's policies, OCLC interlibrary loans may only be renewed up to one time. Renewals must be requested by the member before the item is due. Interlibrary Loan items that are 42 days overdue (marked Lost) may not be renewed.

- K. Lost and damaged fees are determined by the lending library and assessed to the member.

V. INTERLIBRARY LOANS FOR LOCAL BOOK DISCUSSION GROUPS

- A. The Library will request multiple copies of books for established local book discussion groups through SWAN. Book discussion items received through SWAN interlibrary loan will qualify for automatic renewals if the items are eligible.
- B. If necessary, additional copies of the requested title will be requested through OCLC interlibrary loan. Book discussion items received through OCLC interlibrary loan are not renewable.
- C. Guidelines, procedures and request forms are available at the Library.
- D. Requests are limited to one request per group, per month.
- E. Questions regarding local book discussion groups should be directed to the Member Services Manager.

VI. LENDING MATERIALS TO OTHER LIBRARIES (including SWAN and Non-SWAN libraries)

- A. The Library will loan material in a variety of formats, including audio/visual and new materials.
- B. Borrowing libraries may make requests through a variety of methods including OCLC.
- C. Materials supplied for OCLC interlibrary loan will be subject to the due dates normally applied. If requested, the due date may be changed at staff discretion.
- D. A loaned item cannot be renewed if the item has a hold.

This policy refers to the following documents which can be found online:

ILLINET Interlibrary Loan Code
RAILS Resource Sharing Plan
Interlibrary Loan Code for the United States

Policy Revision Log
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