

# Hinsdale Public Library

## Interlibrary Loan Policy

### **Purpose**

The Hinsdale Public Library makes every effort to maintain a collection that satisfies the needs of its patrons. When patrons request material not available in the Library's collection, the Library provides interlibrary loan service in order to accommodate these requests. Typically this includes borrowing desired materials from other libraries and obtaining copies of periodical articles. Materials requested through interlibrary loan may also be considered for purchase by the Hinsdale Public Library. The Library also recognizes an obligation to make its collection available to the patrons of other lending libraries in a fully reciprocal manner.

### **Terms**

**Interlibrary Loan (ILL)** A transaction through which a library provides material or a copy of the material to another library at the request of a specific user. One method of fulfilling an Interlibrary Loan requests is through SWAN.

**SWAN (System Wide Automated Network)** Hinsdale Public Library is one of nearly eighty libraries in Reaching Across Illinois Library System (RAILS) that share ownership, with RAILS, of an integrated library automation system known as SWAN.

### **Policy**

The Hinsdale Public Library provides interlibrary loan service for all Hinsdale Public Library cardholders.

Requests for interlibrary loans may be made in person, by telephone, or by electronic means. Materials available from participating libraries may also be requested directly from the SWAN Online Catalog.

Materials not available through the SWAN online Catalog will be requested from other libraries, with requests first being made from those libraries that participate in lending consortia with the Hinsdale Public Library. In order to best serve all Hinsdale Public Library cardholders, patrons may have no more than ten (10) non-SWAN interlibrary loan and/or article requests in process at any given time.

### **Interlibrary Lending**

Staff may deny requests to lend items to other libraries that are in high demand in our community, are in delicate condition, or are considered too rare or valuable to loan. Hinsdale Public Library accepts request for materials only from other libraries, not from individual patrons of those other libraries..

# Hinsdale Public Library

## Interlibrary Loan Policy

### **Fines & Fees**

The Library makes every effort to borrow items at no or nominal cost. If a lending library charges a fee that exceeds customary expenses for interlibrary loan transactions, the requesting patron may be asked to pay the costs of the loan. The patron will be notified of the cost before the item is formally requested and given the opportunity to withdraw his/her request. The Library aims to fulfill article requests electronically. Photocopies may carry a per-page charge.

If materials borrowed for Hinsdale patrons are lost or damaged while checked out by a patron, the patron will be charged the replacement cost of the material plus a processing fee.

Libraries whose patrons lose or damage Hinsdale Public Library materials lent on ILL are billed the replacement cost of the materials plus a processing fee.

### **Standards**

The Hinsdale Public Library observes established standards for ILL borrowing and lending. These standards (appended) include:

- National Interlibrary Loan Code for the United States
- Illinet Interlibrary Loan Code
- ILLINET Online Library Resource Sharing Code

Hinsdale Public Library Board of Trustees

Approved and Adopted by Library Board on February 26, 2008

Revised 04/24/12, 03/24/15.