

<b>Brookings Public Library Policy:</b>	Title: <b>InterLibrary Loan Policy</b>	
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I. PURPOSE

To establish a written policy in regard to the use of Interlibrary Loan.

II. POLICY

The Brookings Public Library strives to provide, through Interlibrary Loan, resources and information not available in our library. To best insure quality service, the following policy has been established.

III. DEFINITIONS

- A. Interlibrary Loan (ILL): Borrowing materials from libraries in South Dakota and throughout the United States.
- B. OCLC: international bibliographic database.

IV. ADMINISTRATION: Requests to Borrow Materials form Another Library:

- A. The Brookings Public Library will request materials not owned in our collection through the use of South Dakota Share-it, OCLC, and other means (American Library Association forms and direct mail.).
- B. Items will be verified on South Dakota Share-it or OCLC prior to request. Book and magazine requests should have full citation including book author and title, title of magazine, title of article, author of article, publication date, volume number and page number (inclusive). All requests must comply with the copyright law of the United States (Title 17, United States Code).
- C. Every effort will be made to order Interlibrary Loan request quickly according to Interlibrary Loan staff schedules.
- D. Materials generally can be expected within working days. The patron will be notified by phone or email when materials arrive. After notification, the Interlibrary Loan materials will stay on the holds shelf until the due date. It is the patron’s responsibility to obtain the materials in a timely fashion after notification. Materials are checked out to the patron upon arrival at Brookings Public Library. Loan periods of Interlibrary loan materials vary from two to four weeks, depending on the lending library policy.

- E. Items owned by the Brookings Public Library but currently checked out may not be requested on Interlibrary Loan. If this occurs, the Interlibrary Loan Services Coordinator will place a hold for the patron. A request to Interlibrary Loan will be made if the item is long overdue, lost, or stolen.
  - F. Since most libraries will not lend best sellers or high-demand items, audio or video materials, computer software, reference materials, art prints, or entire magazines, the Library may request these items on Interlibrary Loan with the understanding that the materials might not be available.
  - G. Interlibrary Loan requests may be made at the circulation desk during library hours. Requests will also be taken by phone or online. Patrons must have a valid Brookings Public Library card and be in good standing. SDSU students may request materials through Interlibrary loan only if it does not relate to class. If the materials are related to a class being taken, SDSU students are encouraged to use the University Library as their source of Interlibrary Loan. Patrons who are enrolled in distance education at institutions other than SDSU may request class related items on ILL.
  - H. Patrons are required to pay fees connected to genealogy microfilm and materials from the South Dakota State Archives. The patron will be notified of the potential charges prior to the request being sent.
  - I. Requests for reimbursement for postage, insurance, etc. will be absorbed by the Library, providing the cost is under \$5.
  - J. Patrons who consistently do not pick up their Interlibrary Loan materials upon receipt of the notice may lose their Interlibrary Loan privileges or be asked to reimburse the cost to re-request the item(s).
  - K. If a request is unfilled, the patron will be contacted concerning the difficulty in borrowing the materials and to determine the next course of action.
  - L. No grace period exists for Interlibrary Loan materials that become overdue. Patrons are responsible for all fines or charges resulting from overdue, lost, or damaged materials.
- V. **Requests from other Libraries to Borrow Materials from Brookings Public Library**
- A. The Brookings Public Library will give first priority to serving the needs of the Brookings community. In state requests will take precedence over out of state requests. No other priorities will be in place for requests. All requests will be addressed in a timely fashion.

- B. Materials in demand at Brookings Public Library or new to the collections will not be loaned or placed on hold for ILL until that demand has been satisfied. Other restricted materials include popular audiovisual items, reference materials, and historical collection materials. The Library will make copies of magazine articles as needed and scan and email to requesting library or patron.
  
- C. The Brookings Public Library does not charge for lending books on Interlibrary Loan. Materials sent on Interlibrary Loan will have a four-week loan period. Brookings Public Library overdue policies apply to Interlibrary Loan materials. However, no fines will be assessed. An item not returned after being six (6) weeks overdue will be billed to the borrowing library for the replacement cost of the materials and a processing fee. Books borrowed from Brookings Public Library remain the fiscal responsibility of the borrowing library until the item is received at the Brookings Public Library. Materials lost or damaged in the mail or other methods of transit are the responsibility of the borrowing library. Materials damaged while on loan to another library will be billed for replacement or repair.