

BRADLEY PUBLIC LIBRARY DISTRICT
PUBLIC USE OF THE LIBRARY POLICY

SECTION 3: CIRCULATION OF MATERIALS

Part 5: Interlibrary Loan

Interlibrary loan (resource sharing) is the process by which a library requests materials from, or supplies materials to, another library. Bradley Public Library District participates in two types of interlibrary loan: PrairieCat requests and out-of-system requests. In both instances, the requested materials will be sent to the Bradley Public Library District where the patron may check the item out or use it in the library.

The library affirms that interlibrary loan is an adjunct to, not a substitute for, the library's collection. The library will exhaust local resources first, including its own collection and those of PrairieCat member libraries, before requesting items from libraries out of the system. The Bradley Public Library District endorses the Illinois State Library's ILLINET Interlibrary Loan Code.

PrairieCat Requests

Bradley Public Library District is a fully participating member of the PrairieCat consortium which shares an automated online catalog. Bradley Public Library District patrons and patrons from other fully participating PrairieCat member libraries may place requests for materials owned by the Bradley Public Library District or other PrairieCat libraries at no charge, provided the requested item is eligible for holds. Patrons may ask staff to place holds or place their own holds online through the PrairieCat catalog. Reciprocal borrowers from non-fully participating PrairieCat libraries are not able to place direct holds on any PrairieCat materials and must initiate requests through their home library.

Some items may not be eligible for holds including, but not limited to: newspapers, maps, reference materials, special collections, and new materials. Eligibility is determined by the owning library. Additionally, libraries are not allowed to place holds on item types they own but do not allow patrons of other libraries to place holds on.

When the requested materials become available, the Library will notify the patron via phone or email and hold the materials for 6 days. Specific titles will not be stated to anyone other than the patron who placed the hold. Relay of the message to the appropriate person in the household, and prompt retrieval of the material, are the responsibilities of the patron. If materials are not pick up within the allotted time period, the next patron on the waiting list will be notified of the availability of the item, the material will be sent back to the owning library, or the material will be placed back into general circulation if no other patrons are waiting to use the material.

Out of System Requests

Out-of-system interlibrary loan service is only available to Bradley Public Library

District cardholders in good standing. The library will not borrow material for patrons with outstanding fines or overdue material.

The library will not place requests for items that it does not loan to other out-of-system libraries including, but not limited to: reference materials, magazines, feature film DVDs, and new items less than 6 months old. Additional items may not be eligible for interlibrary loan as determined by the owning library. The Bradley Public Library District does not purchase textbooks for its collection and since the purpose of interlibrary loan is not to provide continuous availability of an item for school use, out-of-system interlibrary loan requests will not be placed for textbooks. Out-of-system interlibrary loan requests for materials owned by the Bradley Public Library District will not be placed unless the item is missing or more than 2 months overdue.

Out-of-system interlibrary loan requests are limited to those that are able to be filled in-state by libraries that do not charge. Materials that are only available at a fee may be requested only after the patron provides payment of the stated fees. Photocopy fees charged by the lending library are the responsibility of the patron, but the Bradley Public Library will not charge additional fax or photocopy fees related to delivery of requested journal articles.

Due dates are set by the loaning library, not by the Bradley Public Library District. Out-of-system interlibrary loan items will be checked out with the due date given by the loaning library (up to a maximum of 4 weeks), regardless of when the patron picks the item up. Renewals are at the sole discretion of the loaning library and cannot be guaranteed. Renewal requests may only be made once per item. Requests to renew items borrowed from out-of-system libraries may be made by calling the Bradley Public Library District during normal business hours at least three working days prior to the due date; overdue items cannot be renewed. Library staff will inform the patron of the result of the renewal request as soon as possible including the new due date if the renewal is granted. Out-of-system interlibrary loan renewals are not available through PrairieCat.

It is the responsibility of the patron to return items in a timely fashion and in good condition. If an item is lost or damaged, the patron is responsible for all overdue fines, the cost of the item and any processing fees charged by the owning library. When materials are lost or are returned late, the borrowing privileges of both the patron and the Bradley Public Library District are jeopardized. Patrons who consistently abuse interlibrary loan privileges will have their interlibrary loan borrowing privileges suspended in order to preserve the privilege for other library patrons.

Interlibrary Loan Pick-up Alternates

A patron may elect to designate one or more people as interlibrary loan pick-up alternates by completing a permission form at the circulation desk. People listed on the permission form will be allowed to pick up interlibrary loan and on hold

materials after showing appropriate identification in the form of a photo ID or their own valid library card. The permission is only for holds pick up and not for regular check outs.

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