

## **Interlibrary Loan**

St. Charles City-County Library District participates in the interlibrary loan network which allows libraries to supplement their collections by borrowing materials from and loaning materials to other library systems. Each library participating in the Interlibrary Loan (ILL) program develops guidelines governing the use of its own ILL system. The District's policies, outlined below, are governed by the [National Interlibrary Loan Code](#).

### **BORROWING**

Borrowers will be responsible for any charges made by the lending library for ILL items, including copying fees.

### **NEW ITEMS**

Materials published within the last year should be submitted as a purchase request. Customers requesting items that are not selected for purchase will be asked if they would like the request forwarded to ILL.

### **GENEALOGIES**

ILL requests for genealogical materials may include books, photocopies, and microfilm. Photocopies of specific pages from non-circulating books may be requested as well as microfilm not available in the district.

### **MEDIA**

The District accepts requests for the material types it circulates (e.g. DVDs, video games, audio books, etc.).

### **RESTRICTIONS AND LIMITATIONS**

Students of local educational institutions must use the resources of their respective institutions for educational ILL services. Reciprocal cardholders must use their own public libraries for interlibrary loan services. The District will provide ILL services for non-resident cardholders. Cardholders must be at least 18 years of age to use interlibrary loan services. The District may enact limits on the number of ILL requests.

The District will not accept subject requests; specific titles must be requested.

Interlibrary loan due dates are specific for each transaction and restrictions are determined by the lending library. Materials may be renewed depending on the loan rules of the lending library.

Daily and maximum fines for overdue items are set in Policy #C128.

ILL privileges may be suspended if the borrower fails to pick up a requested item, returns an item late, or loses an item. Repeated abuses may result in permanent denial of ILL services.

Failure to return a borrowed ILL item will result in a processing charge plus the cost of the item as determined by the lender. Items overdue in excess of 60 days will constitute failure to return. Denial of service, Policy #C064, will be in effect for failure to return items on time.

### **LENDING**

SCCCLD will lend materials to other libraries under the same conditions and terms as those libraries will lend to us. SCCCLD will charge reciprocal fees based on the lending policies of the borrowing library, including lending fees and fees charged to replace lost items.

At the discretion of the District, some individual items may not be loaned.