

## Inter Library Loan Policy

### Definition

Interlibrary loan (ILL) is the process by which a library requests material from, or supplies material to, another library. ILL services shall not be construed to be a substitute for adequate local collections or utilized in place of a carefully crafted collection development policy that has been devised to satisfy the needs of the population served by Rawlins Municipal Library.

### Purpose

The purpose of ILL is to obtain, upon the expressed need of a library user, materials that are not available from Rawlins Municipal Library. Inter library loan services should be used only to obtain materials that fall outside the scope of the collection development policy and/or are unavailable through Rawlins Municipal Library.

### Eligibility

ILL is a service that is available to all patrons of Rawlins Municipal Library. Inter library loan service is a privilege, not a right. Inter library loan services will not be extended to anyone who owes fines or fees or has overdue materials.

### Scope

Many types of library materials may be requested through ILL; however, Rawlins Municipal Library, in conjunction with the South Dakota Inter Library Loan Program, will not request materials that fall into the following categories:

- Best sellers
- Titles published within the past twelve (12) months
- Multiple copies of the same title unless it is for a book club
- Titles owned by Rawlins Municipal Library, unless the material is determined to be long overdue or declared missing
- Whole issues and/or volumes of periodicals and journals (requests for photocopies of articles are permitted)
- Course materials, including textbooks and homeschool curriculum products
- Licensed computer software data-files

In addition, requestors should be aware that some categories of material are frequently difficult to obtain:

- Sound recordings (spoken and music)
- Video recordings (VHS and DVD)
- Reference works
- Dissertations, theses, etc.
- Locally specific materials (e.g., local history materials)
- Genealogical materials
- Rare and archival materials

### Rules and Procedures

- Requestors who need to request large numbers of ILL materials may be asked to place requests incrementally
- ILL requests may be submitted by phone, in person, or online
- Bibliographic citations should be as complete as possible
- Requests for materials not owned by Rawlins Municipal Library may be considered by acquisitions for possible purchase before ILL requests are placed.
- Rawlins Municipal Library will transmit ILL requests via electronic means through the South Dakota State Library ILL software.

- Requestors will be given advance notice of any fees required by the lender(s) prior to the request(s) being placed.
- Rawlins Municipal Library will pursue every possible avenue in order to obtain requested materials but cannot guarantee the availability of all materials requested.
- Requestors will be notified if requested materials cannot be obtained.

### **Borrowers' Responsibilities**

- ILL materials should be picked up within seven (7) days of notification.
- There will be a limit of five (5) ILL items that can be requested at one time.
- Materials not picked up after seven (7) days will be returned to the lending library.
- ILL privileges may be suspended for requestors who fail to pick up materials three times within a 12-month period.
- Requestors must pay for any photocopying or postage fees expenses at the time of pickup.
- Requestors must pay, in advance, any fees charged by lending libraries.
- ILL materials will be loaned for a period of time as determined by the lending library
- Rawlins Municipal Library requires materials to be returned on time to keep the ILL program running smoothly.
- Typically, ILL materials cannot be renewed but patrons can request that items be renewed. Renewals need to be requested seven days before the due date.
- Patrons who are late two or more times returning ILL materials will have their ILL privileges revoked for 30 days. Three or more times returning ILL materials late will result in a year suspension from ILL services.
- Rawlins Municipal Library reserves the right to charge patrons for ILL materials that are not returned.
- Rawlins Municipal Library will not accept ILL requests that do not comply with the Copyright Law (Title 17, U.S. Code) and its accompanying guidelines.

Rawlins Municipal Library will loan:

- Books
- Music CDs
- Sound recordings (both musical and non-musical)
- DVDs

Types and categories of materials that will not circulate on ILL. Rawlins Municipal Library will not loan:

- Materials from the Reference collection, including, but not limited to:
- Reference materials
- Historical materials housed in the South Dakota Room
- Best sellers
- Titles published within the past twelve (12) months
- Whole issues and/or volumes of periodicals and journals (requests for photocopies of articles are permitted)

### **Duration of Loan**

Rawlins Municipal Library will loan material to requesting libraries for 4 (four) weeks.

### **Renewals**

Rawlins Municipal Library will make every effort to respond promptly to requests for renewals. The renewal period will consist of an extension time as determined by the South Dakota ILL software.

*Approved by the Rawlins Municipal Library Board of Trustees April 24, 2023*

*Reapproved by the Rawlins Municipal Library Board of Trustees November 25, 2024*