

# **MOUNT PROSPECT PUBLIC LIBRARY INTERLIBRARY LOAN POLICY AND GUIDELINES**

## *Interlibrary Loan Policy*

As a member of the Illinois Library and Information Network (ILLINET), Mount Prospect Public Library is committed to networking with other libraries to maximize the shared use of resources of all types of libraries. Mount Prospect Public Library and all ILLINET libraries leverage shared resources to improve access to materials in a variety of formats to Illinois library users. The Library's participation in ILLINET is the basis for providing quality interlibrary loan service to Mount Prospect Public Library cardholders and provides the following to facilitate resource sharing:

- Access to online consortial catalogs that provide bibliographic access to the collections of the local library and libraries in the region and across the state.
- Access to the Illinois Statewide Library Delivery Service (ILDS) delivery system.
- Access to OCLC resource sharing (WorldCat and WorldShare).

Demand by Mount Prospect residents will determine whether any item will be loaned at the time requested. The decision to loan shall be at the discretion of the Interlibrary Loan staff in consultation with the following staff members, as appropriate: the Heads of Research Services, Collection and Bibliographic Services, Fiction/AV/Teen Services, Youth Services, or South Branch.

## *General Guidelines*

1. Interlibrary loan will be conducted in accordance with the ILLINET Interlibrary Loan Code and the ALA National Interlibrary Loan Code.
2. ILLINET Express Services will not be provided.

## *Lending Guidelines*

1. Books
  - a. New books are not circulated until the titles have been in the library collection for a minimum of six months. An exception may be made if the title is not in demand by Mount Prospect residents.
  - b. The loan period will be five (5) weeks.
  - c. Renewal requests must be made via telephone, electronically, or in-person prior to the due date. The decision to renew is at the discretion of the Interlibrary Loan staff.
  - d. Reference materials are not loaned.

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2. Audiovisual Materials

- a. New AV materials are not circulated until the items are removed from “new” status. An exception may be made if the item is not in demand by Mount Prospect residents.
- b. The following are available for loan:
  - CDs (music and books)
  - CD-Roms when included in a book
  - DVDs
  - Great Courses in all formats may be loaned within the state
  - Multi-media CD-Roms
  - Playaways
- c. The following will not be loaned:
  - Art Prints
  - Puzzles/Games/Toys/ Puppets
  - Microform (except government documents)
  - Video Games
  - Blu-ray Discs
- d. AV materials will not be loaned out-of-state
- e. The loan period for AV materials will be two (2) to five (5) weeks at the discretion of the Interlibrary Loan staff.
- f. Renewals must be made via telephone, electronically, or in-person prior to the due date. The decision to renew is at the discretion of the Interlibrary Loan staff.

3. Periodicals

- a. Articles will be copied and sent upon request as per copyright laws (Title 17, U.S. Code).
- b. If requested, a maximum of fifteen (15) pages will be mailed, faxed, or emailed.
- c. Complete issues will not be sent except at the discretion of the following staff members, as appropriate: the Heads of Research Services, Collection and Bibliographic Services, Fiction/AV/Teen Services, Youth Services, or Interlibrary Loan staff.

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4. Government Documents

The same guidelines will be used for government documents as in periodicals above.

*Borrowing Guidelines for Patrons*

1. Interlibrary loan service will be provided to Mount Prospect Public Library cardholders.
2. The person requesting the interlibrary loan request shall use his or her own Mount Prospect Public Library card.
3. The library card record of the patron using this service must be in good standing before materials may be requested through interlibrary loan.
4. An item may be requested through interlibrary loan if it is not owned by the Mount Prospect Public Library or it is owned by the Library but it is missing or overdue for more than one month.
5. Newly published materials cannot be requested. Items published within the last six months may not be requested for interlibrary loan.
6. Art prints, puzzles/games, puppets, microform (except government documents), video games, and Blu-ray discs may not be requested through interlibrary loan. DVDs, videos, CDs (music and books), Playaways, multi-media CD-Roms, and books with CD-Roms may be requested.
7. A maximum of five (5) requests may be in process at a time. As soon as one or more of the requests are filled, additional requests may be submitted.
8. Loan periods and restrictions are stipulated by the lending library and must be adhered to by the borrower. Requests for renewal for items borrowed from other libraries must be made through ILL staff at MPPL between 9 a.m. and 5 p.m., Monday through Friday. Renewals are not always permitted by the lending library. Please contact MPPL 48 hours prior to the due date for Interlibrary Loan renewal.
9. Genealogy materials received through interlibrary loan will be for reference use only regardless of the stipulations of the lending library. The patron may not check them out.
10. A fee of \$1.00 per item per day will be charged for overdue interlibrary loan materials.
11. A fee of \$1.00 will be charged for interlibrary loan materials not claimed by the patron.

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12. Fees assessed by the lending library e.g., postage, delivery, etc. will be paid by the patron.
13. Fees will be paid by the patron if determined appropriate by the Library.
14. An email address may be given as the contact. However, it is the responsibility of the patron to check for email in a timely fashion.
15. The valid Mount Prospect Public Library card number must match the name on the request. The same valid card used to request the interlibrary loan material must be used to check out the material.
16. Interlibrary loan borrowing privileges may be suspended if the patron does not comply with the guidelines.