



## Public Library System

## Interlibrary Loan

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### Policy Statement:

The Scottsdale Public Library System (SPLS) provides interlibrary loan service to improve and expand the resources available to customers. By establishing reciprocal borrowing agreements with other libraries of all types, the Library System supplements its own resources and expands its ability to achieve its mission.

### Definition:

Interlibrary loan (ILL) is a service allowing library material or a photocopy of material to be made available from one library to another, according to the policies of the American Library Association and the Arizona State Library Resource Access and Attainment Policy dated July 19, 2010.

### Regulations:

#### 1. Borrowing:

- ILL is available to any customer in good standing (i.e., card is not blocked for fines, overdue materials, or incorrect contact information).
- A customer may request books, copies of articles, microfilm, and genealogy materials that the library does not currently own or have on order.

#### 2. Request Guidelines:

##### A. Material Types Not Available through ILL

- Books published within the last 12 months.
- Media such as DVDs, Music CDs, etc.
- Reference (non-circulating) books
- Complete issues of periodicals
- Complete issues of newspapers (unless available in microfilm)
- Materials from libraries outside of the United States

**B. Number of Requests Accepted:** Generally a customer may have up to six (6) active ILL transactions at any one time. This includes requests that are pending as well as materials that the user currently has borrowed through interlibrary loan.

**C. Copyright Compliance:** The library complies with Federal copyright law and CONTU (National Commission on New Technological Uses of Copyrighted Works) that established the following guidelines for copying:

- Requests for photocopies must include the copyright warning
- The library may request only a total of five (5) articles a year from the last five years of a specific magazine.

**3. Circulation of Interlibrary Loan Materials:**

A. **Loan Period:** ILL materials will typically be loaned for a four-week period with no renewals allowed.

**4. Borrowing Fees and Charges:**

A. The library will make every effort to request materials from libraries that do not charge for lending their materials.

B. Many libraries charge for lending materials from their collections. Library staff will contact the customer for permission to proceed prior to processing the request if the lending library intends to assess a lending charge.

C. Lending charges must be paid at the time the material is picked up.

D. Customers borrowing materials through ILL are responsible for all costs set by the lending library such as photocopy charges, postage, fines for overdue materials, cost of lost materials, and fees for damaged items.

E. If the customer cancels the request after the lending library has shipped the item or if the ILL borrower fails to pick up the ILL materials upon notification, the lending charges will be attached to the customer's account and handled in the same manner as library fees.

F. There will be a \$1.00 fee charged for ILL material that is not picked up by the customer during the designated time period for that item.

G. There will be a \$1.00 per day fee charged for ILL material that is overdue past the assigned due date for that item. This fee will not exceed \$10.00 total per overdue item.

**5. Lending Materials to Other Libraries:**

A. There will be no charge to lend materials from the library's collection to other libraries nor will charges be assessed for overdue items. If an item is lost or returned damaged, the borrowing library is responsible for any costs to repair or replace the item.

B. Scottsdale Public Library materials are generally loaned to other libraries for a period of up to seven weeks with the possibility for additional renewals at the discretion of the Scottsdale Public Library provided that there are no outstanding requests for the item.

C. The library will make photocopies of articles or pages from books in accordance with federal copyright law.