

Subject: **Interlibrary Loan Policy**

Date of Last Revision: N/A

Date of First Approval: June 2019

INTRODUCTION

Elgin County Library's (ECL) collection connects patrons with a wide variety of materials that foster lifelong learning and creative expression. To further enhance access to collections, ECL participates in a provincial network of resource sharing – called Information Network for Ontario (INFO) – overseen by the Southern Ontario Library Service (SOLS). Through the INFO database, ECL staff may request to borrow materials from other library systems when these items are not available in the ECL collections. The process of borrowing and lending items to other library systems is a service known as Interlibrary Loans (ILLO).

PURPOSE

The purpose of this policy is to outline interlibrary loan usage procedures to ensure the consistent application of resource sharing.

Branch Staff Responsibilities

Library card holders with a valid library account in good standing with fines totalling less than \$10.00 are eligible to request up to 5 ILLO items at a time, while homeschool patrons are eligible to request up to 20 ILLO items. It is the responsibility of the staff working at the branch level to ensure library card holders stay within their ILLO limit.

Interlibrary Loan Clerk Responsibilities

The Interlibrary Loan Clerk is responsible for the following: (1) lending ECL items to external library systems; (2) receiving materials from external library systems to distribute to ECL patrons; (3) processing ILLO items for Canada Post deliveries; and (4) applying ILLO charges as needed.

ILLO Exceptions

Elgin County Library will not lend or borrow the following material types through ILLO:

- Board books
- Book club kits
- DVDs
- Music CDs
- Paperbacks
- Picture books

Fees

While the ILLO service is free to ECL members, a university could charge a fee to lend materials. It is the responsibility of the patron to pay the charge if they wish to receive the requested item.

If an item borrowed on interlibrary loan is lost or damaged by a patron, it is the responsibility of the patron to pay for the item.

Renewals

If a patron requests an interlibrary loan item longer than its current lending period, staff may submit one renewal request per ILLO item to the Interlibrary Loan Clerk. The lending library will approve or decline the renewal at its discretion.