



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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westmontlibrary.org

Providing the community keys to lifelong learning

Interlibrary Loan Service Policy

Purpose

Interlibrary loan provides Westmont library cardholders access to additional materials that are not available in our library. In addition, it makes our material available to patrons from other lending libraries. The purpose of this Policy is to set the parameters for borrowing and lending through interlibrary loan.

Guidelines

Interlibrary loan is a supplement, not a substitute for the library's collections. The library will exhaust local resources first through our shared catalog before requesting out-of-system interlibrary loan items. All out-of-system requests for interlibrary loans should be placed with the Adult Services department. Selection staff may consider adding items to the library's collection that are frequently requested by Westmont patrons or as they pertain to the Collection Development Policy.

Borrowing

Materials will be requested through interlibrary loan when no local copies are available either at Westmont or through the SWAN consortium. These out-of-system loans follow all circulation rules as determined by the lending library including loan period, renewals, and delivery date. Due to the nature of out-of-system lending, the library is unable to accommodate rush or urgent requests and may limit the number of interlibrary loan requests placed on behalf of a patron. For out-of-state loans, the borrower is responsible for borrowing fees incurred by the library. Before any out-of-state request is placed, the borrower will have the opportunity to accept or decline such a request.

Lending

The interlibrary loan associate will process requests as quickly as possible and complete the transaction within three working days of receipt. Requesting libraries will be notified as soon as practicable when a requested item cannot be sent. The Westmont Public Library will loan all materials to other libraries except reference books and special collection items (for example: iPads, laptops, etc.). No fees are charged to other libraries for loaning items, but lost and damaged materials will be charged to the library that requested the loan.

Approved by the Westmont Public Library Board of Trustees on April 21, 2015