



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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westmontlibrary.org

*Providing the community with the keys to lifelong learning.*

### **Interlibrary Loan Service Policy**

#### **Purpose**

Interlibrary loan provides Westmont Public 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. Staff will track requests and use the statistical information to help inform collection development activities as outlined in the Collection Development Policy.

#### **Borrowing**

Materials will be requested through out-of-system interlibrary loan when no local copies are available either at the Westmont Public Library 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. In addition, lending Libraries may elect not to grant lending requests or renewals. 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**

Staff will attempt to complete lending transactions within three working days of receipt of requests. 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 new material, reference books, and special collection items (for example: circulating technology, video games, 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.