

# JOHNSON COUNTY PUBLIC LIBRARY INTERLIBRARY LOAN (ILL) POLICY

## **ILL Purpose**

To obtain material(s) not available at the JCPL.

## **ILL Borrowing Policy**

1. Patrons must have a valid JCPL library card in good standing. Good standing is defined as owing less than \$15.00 in outstanding fees and/or not blocked.
2. Patrons are limited to five requests per week within the JCPL system and a maximum of ten ILL items checked out at one time.
3. Patrons are responsible for fees incurred due to lost, overdue, or damaged items, in addition to any other fees assessed by the lending library.
4. Patrons may request one renewal per item. Requests must be approved by the lending library. A renewal requested after the due date may generate late fees. Patrons are responsible for late fees.
5. Patrons are responsible for lending or copying fees charged by the lending library. Patrons will be informed before a fee is assessed.
6. Patrons who repeatedly do not return items on time or in good condition are subject to loss of interlibrary loan privileges.
7. JCPL honors all conditions-of-use placed on materials by the lending library.
8. ILL requests will not be placed for items available within JCPL.
9. ILL requests will not be placed for items that were published within 6 months.
10. JCPL will not borrow from libraries outside North America
11. JCPL will avoid borrowing from libraries that charge a lending fee.

## **ILL Lending Policy**

1. Materials are loaned for thirty days plus five days for transportation.
2. A renewal may be requested for another thirty-five-day period. Renewals will not be granted if an item has existing holds.
3. Materials will be loaned at the discretion of the librarian.
4. JCPL does not lend materials designated as new, historical room, microfilm, microfiche, software, periodical, or any items which are a part of the "Library of Things."
5. The borrowing library is responsible for return postage.
6. JCPL will not loan to borrowers outside North America.
7. If the borrowing library participates in the Indiana State Library subsidized statewide courier service, materials will be sent in that manner.
8. Replacement costs will be charged for lost or damaged items.
9. Replacement costs will be refunded for items returned within thirty days of bill payment.
10. Unpaid fees may result in suspension of borrowing privileges.

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
1.0	Adopted	JCPL Board	05-16-1995
2.0	Changes Accepted	JCPL Board	12-15-1998
3.0	Changes Accepted	JCPL Board	03-19-2002
4.0	Changes Accepted	JCPL Board	01-18-2005
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6.0	Changes Accepted	JCPL Board	11-20-2018