

# **SAMPSON-CLINTON PUBLIC LIBRARY**

## **Inter-Library Loan (ILL) Policy**

**PURPOSE:** Interlibrary loan is a service that makes materials which are not owned by our library system available to our patrons. We work in cooperation with libraries across the nation in procuring and supplying requested materials.

### **GUIDELINES:**

This service is available to patrons who have had a SCPL library card for three months, who have no overdue books or fines, and whose account has a history of being in good standing (no excessive overdue books, fines, or fees). SCPL can order items for those who have held a card for less than three months, but these items will be restricted to in-library use only. Requests submitted by Juvenile patrons must be accompanied by parental/guardian's signature.

If our library system owns the item, we will not request it through ILL. The National Interlibrary Loan Code, published by the American Library Association, does not allow libraries to request material that they already own. If the item needed is in our collection, a hold will be placed on it for the patron. If the status of all copies of the item in our collections appears as LOST, MISSING, or WITHDRAWN in the library catalog, we can request it through ILL.

Many libraries do not make recently published, high-demand, rare, genealogical, medical, or fragile materials available for loan.

Some libraries require that their materials be used only in our library buildings. Books may be sent to branches for "IN HOUSE USE ONLY." Microfilm and microfiche must be viewed in the Local History Room of the JC Holliday Library in Clinton by appointment only due to limited staff availability to provide help with and supervision of these items.

Generally, a request may take 1-6 weeks to receive. We are always subject to other libraries' availability of materials and their willingness to lend an item.

SCPL will order 4 items per year through interlibrary loan for free. Any additional items requested will be charged a fee of \$3.00 per item to help cover the cost of shipping. The fee will be charged to the patron's account upon the library's receipt of the item via mail. No charge will be incurred if a requested item can not be obtained. In addition, there are some libraries that charge us without notification for filling a request. This happens rarely, but we must pass these charges on to the patron. If an item is lost or damaged while in the patron's possession, SCPL will forward the lending library's costs for replacement, processing, or damage to that patron's account. SCPL takes responsibility for any charges should an item be lost or damaged in the mail before it is received or after it is returned by our patrons.

SCPL adheres to the North Carolina Interlibrary Loan Code and the National Interlibrary Loan Code of the American Library Association.

**REQUESTING ITEMS THROUGH ILL:**

Patrons should obtain an ILL form at their local library branch and fill it out, providing as much information as possible about the item wanted. Patrons may request no more than three items via ILL at any one time. Items which are in our library collection will not be requested.

Patrons may request materials in print or microfilm format only. However, the lending library's policies determine whether or not they will loan an item to SCPL. If a request can not be filled, the patron will be notified via phone or mail. If the request for materials is filled, the patron will be notified via phone or mail when the item is available for check-out. As these items are time-sensitive due to the lending library's loan period and the mail return period, it is important that patrons pick up these materials as soon as possible.

**CHECKING OUT ITEMS THROUGH ILL:**

Most items may be checked out and taken from the library to be returned in the same condition on the due date given by SCPL cardholders. Procedures are in place in order to accommodate this. However, some items are restricted by the loaning library to in-library use only. SCPL also reserves the right to restrict item use to in-library only when the Library Director and/or the ILL Librarian deems it necessary, such as in cases where the item is rare, fragile, expensive, etc...

**RENEWING ILL ITEMS:**

Loan periods and renewals are determined by the lending library. Generally, lending libraries do not grant renewals on materials. Lending libraries, although often willing to lend material, must keep their patrons in mind and for this reason must request that their materials be returned as soon as possible. Patrons needing to inquire about possible renewal should call 910-592-4153 at least 5 days in advance of the due date and request an ILL staff member. The lending library usually determines if renewal is possible within a week, and the patron will be notified by phone of the final due date.

**RETURNING ILL ITEMS:**

ILL materials must be returned by the due date in the same condition it was received in. If an item is late, fines will be charged according to the same guidelines for SCPL materials. If an item is lost or damaged while on loan or if the item is not returned in time to prevent SCPL from incurring replacement charges from the lending library, SCPL will forward the lender's charges for replacement, processing, and/or damage to the patron's library account.

Library Administration understands that there may be circumstances which would necessitate varying the application of this policy and these instances will be handled on a case-by-case basis by the Library Director.

Library Board of Trustees Approved 11/16/04  
BOC Adopted 12/06/04

Trustees Revised 05/08, 11/11  
BOC Adopted 05/08, 12/11

# SAMPSON-CLINTON PUBLIC LIBRARY

## INTER-LIBRARY LOAN (ILL) - LENDING POLICY TO OTHER LIBRARIES

### LENDING POLICY:

The Inter-Library Loan Lending Policy to Other Libraries informs other libraries what type of materials SCPL will lend, our ILL loan periods, and charges. This policy will prevent our library from receiving requests that SCPL will not fill and save everyone time.

SCPL adheres to the North Carolina Interlibrary Loan Code and the National Interlibrary Loan Code of the American Library Association. The library will lend books and other library materials to other libraries that follow these codes.

SCPL cardholders will be responsible for reimbursing SCPL for any charges levied by the lending library or vendor.

### LOANS:

Loan period: 4 weeks

Renew period: 4 weeks (Renewals are granted on a case by case basis)

Charges: None; with the exception of replacement, processing, and damage fees for lost or damaged items.

Non-Circulating:	Reference	Local History Room	CD-ROM
	Microforms	Video	Audio
	DVD	AV	Periodicals
	Staff Resources		
	New items added to our collection within the last year		

SCPL will not loan materials from the reference collections. This includes reference books, genealogy materials, and microforms. SCPL will not loan new materials or staff resources, to assure their availability for local patrons and staff. Our library will not loan periodicals, audiovisual equipment, or materials due to high demand by our public, expense, and possible damage in shipping.

### CONTACTING OUR ILL STAFF:

Phone: 910-592-4153

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