

*The conditions of this service are set by the Interlibrary Code for the United States, 1994, revised 2001 (adapted by the American Library Association), local agreements and the regulations of individual lending libraries.*

## Purpose

Interlibrary loan is a service provided to patrons to obtain materials which are not available within the Marion County Library System. Photocopies of source materials are acquired when appropriate and are governed by Copyright Law.

Access to materials through interlibrary loan facilitates collection development in the following ways:

- The library can provide items not in the library's holdings.
- Items lost or missing from the collection and for which replacement is not an immediate possibility may be borrowed through interlibrary loan.
- Frequent requests for items not held in our collection provide information of use to staff members responsible for collection development. Non-recurrent requests of potential interest and relevance to collection development in areas of interest in our communities are also considered for permanent acquisition.

## Who May Use Interlibrary Loan

Interlibrary loan service is available to all patrons. The allowable number of active interlibrary loans per patron at any given time is 3.

Any patron wishing to borrow materials through interlibrary loan must have a Marion County Library borrower's card. Patron status will be determined before any interlibrary loan request is processed:

Any outstanding fines or delinquency in regard to materials must be cleared before the requested interlibrary loan materials may be checked out.

Patrons not established as patrons in good standing with the library may request materials, but the interlibrary loaned items will be restricted to in-house use only.

Marion County Library reserves the right to revoke the Interlibrary Loan borrowing privileges of any patron who habitually holds out Interlibrary Loan material past the due date, who violates the terms of Interlibrary Loan borrowing, or who otherwise behaves in a manner that jeopardizes Marion County Library's standing in the Interlibrary Loan community.

## How Interlibrary Loan Works

- A request form must be filled out for each item requested through Interlibrary Loan.
- Item requests must be specific and complete citations should be supplied, particularly for photocopy requests.
- The Marion County Library retains the right to identify the appropriate suppliers and to determine the scope of Marion County Library's Interlibrary Loan Borrowing and Lending.
  - Marion County Library will lend any items which are available to circulate in its collections.
  - MCL recognizes that all materials borrowed for its patrons are subject to the rules of the lending library.
- The Interlibrary Loan search string will follow the following protocol:
  - All subject requests will be referred to the SC State Library only.

- ILL requests are first referred to member libraries of the Palmetto Library Consortia, of which Marion County Library is a member.
  - If not supplied, the SC State Library is the next referral.
  - The third tier of libraries searched will be through the library's subscription to First Search, with the search restricted to the Solinet member libraries. (Ten southeastern states: Alabama, Florida, Georgia, Indiana, Kentucky, Louisiana, Mississippi, North Carolina, Tennessee, South Carolina, Virginia)
- Because the requesting library assumes full responsibility for transaction charges, the safety and return of material, and the expense of replacement or repair, Marion County Library chooses not to allow its patrons to order materials through interlibrary loan without mediation. All Interlibrary Loan transactions and communications are to be library to library.
  - Permission from the lending library must be obtained before materials may be renewed.
  - Due dates for all ILL items are determined allowing return travel time so that materials arrive at the lending library within the loan period specified by the lending library.

### **Cost**

Patrons will be explicitly informed of the responsibilities of using interlibrary loan materials and the maximum charge the patron is willing to incur will be filled out on the request card at the time the request is made.

- Patrons are responsible for the return postage for materials borrowed through Interlibrary Loan that must be returned through the US Postal Service rather than the Interagency Mail Service
- Overdue charges for interlibrary loan are \$.10 per day, plus charges, if any, passed on for overdue materials from the lending institution.
- Patrons are responsible for any photocopying charges generated by the fulfillment of their requests for information.
- If the ILL item is lost or not returned, the borrower is responsible for the price of the material loaned and for any processing fees charged by the lending institution.
- ILL materials may not be returned in Book Drops.
- All Interlibrary Loan transactions are handled from the Marion (headquarters) Library.
- ILL materials must be returned to the circulation desk and may not be placed in the book drop.

### **Time Required**

Plan ahead when requesting materials. The time necessary for an interlibrary loan to arrive depends on the difficulty of the request, the distance of the lending library from Marion and the backlog of inter-library loan requests at both institutions. *A minimum of two weeks is needed in most cases to search for, process and retrieve each request.*

### **Notification**

When the material arrives and is processed, the patron will be notified by telephone, email or mail. All requests are handled through the Marion Library, but patrons may request delivery to the branch of their choice. Materials must be picked up and checked out through the circulation at the Library, and materials must be returned to the circulation desk. The book drop may not be used. Patrons who do not pick up requested material will be suspended from using the interlibrary loan system. Requests must be cancelled in a timely manner by the patron if they are no longer needed.

### **Loan Period**

The loan period is determined by the lending library and is usually two to three weeks. We cannot change a due date or lengthen the loan period designated by the lending library.

Renewals should not be requested unless absolutely necessary. The circulation staff cannot renew an interlibrary loan book. The interlibrary loan librarian must contact the individual lending library with any renewal request. A renewal request by telephone or in person must be made at least four days in advance of the due date as most lending libraries will not renew any overdue materials.

Prompt return of interlibrary loan materials is requested of all patrons. Any overdue fine charged by the lending library will be charged to the patron's account.

#### **Restrictions**

Lending libraries determine any conditions regarding the use of their materials. Limitations such as "no renewals" or "in-house use only" must be honored.

#### **Returning Materials**

All materials borrowed through interlibrary loan must be returned to the circulation department. Books returned late are subject to the same fines as Marion County Library books. Failure to return interlibrary loan materials on time may result in the cancellation of the patron's inter-library loan privilege. Late returns jeopardize the ability of Marion County Library to borrow materials in the future.

#### **Questions**

For more information, contact Interlibrary Loan Services at the Marion County Library, 843-423-8300.