

**Ashland Public Library
Operations Policy**

Policy:
Effective Date:
Page:

Interlibrary Loan
May 12, 2022
Page 1 of 1

Interlibrary Loan Policy

Interlibrary loan (ILL) is the process that allows Ashland Public Library (APL) patrons to borrow materials from other libraries through the World Catalog. The requested materials are sent to APL, where the patron checks them out (or uses them in the Library, as stipulated by the owning library).

APL affirms that interlibrary loan supplements its resources and is not a substitute for the Library's collection.

Users/Requests

Anyone with a valid APL card/account in good standing may use the ILL. (Educator cards may not be used.) Patrons must have a library card before making an interlibrary loan request. Requests are made through the Public Services Department in person, by phone or by email. A patron may have up to five (5) active interlibrary loans in the system at a time and may borrow the same title only once every three months.

Materials That May Be Requested

Any item not owned by APL or Serving Every Ohioan (SEO) consortium may be requested. All requests must conform to copyright law of the United States.

Fees

A fee will be charged for the ILL service, even if the patron chooses not to pick up the item. Patron will be charged the replacement cost per item for lost or damaged items.

Turnaround Time

Materials will be provided as quickly as possible, but there are no guarantees regarding arrival dates.

Notification

Patrons will be notified by telephone, mail, text, or email (depending on patron preferences) when the requested materials arrive, also if the Library cannot obtain the item. If a patron cannot be reached by phone or email as requested, a notice will be mailed. Materials checked out to the patron upon arrival at APL and are held for the full loan period before being returned. Patrons should call the Public Services Department if they cannot pick an item within the specified time period.

Loan Period

Loan periods for interlibrary loan items are determined by the lending library.

Items may be renewed at the discretion of the lending library. Renewals should be requested with the Public Services Department prior to the due date. At that time, the patron will be notified if the item can or cannot be renewed.

Patron Responsibility

The Patron is responsible for picking up the requested item and returning it in good condition and in a timely manner. Patrons will be charged the replacement cost per item for lost or damaged items. Patrons who consistently abuse interlibrary loan borrowing privileges will have those privileges suspended. Privileges may be reinstated at the discretion of the Library Director.