



INTERLIBRARY LOAN POLICY (ILL)

Definition: Interlibrary Loan (ILL) is the process by which a library requests material from, or supplies material to, another library *outside of the Polk County Library Cooperative member institutions*.

Purpose: In the interest of providing quality service, libraries have an obligation to obtain material to meet the informational and recreational needs of users when local resources do not meet those needs. The Lake Wales Public Library affirms that an ILL is an adjunct to, not a substitute for, the library's collection. The library will exhaust local resources before requesting materials outside the Polk County Library Cooperative system.

The Lake Wales Public Library will maintain compliance with U.S. copyright law ([Title 17, U.S. Code](#)) and accompanying guidelines to all photocopies transacted via ILL service.

Borrowing Procedures:

The patron must be a current, registered Lake Wales Public Library adult borrower in good standing in order to receive ILL service through the Lake Wales Public Library. ILL requests will not be processed for cardholders whose loan privileges are suspended due to expired registration, overdue library materials, or the accrual of unpaid fines and fees. The library reserves the right to limit or deny ILL service when circumstances regarding user status warrant such restrictions.

Interlibrary Loan service users must readily adhere to and fully comply with all conditions and terms of the agreement including, but not limited to, the following:

- An ILL request form will need to be completed;
- A maximum of three (3) items may be requested and/or borrowed at any given time;
- No audio/visual material may be requested;
- No material published within six months may be requested;
- ILL identification labels should not be removed by the borrower;
- Circulation restrictions imposed by the lending library apply to ILL materials;
- Adhere to the due date set by the lending library; failure to return material by the due date may result in the suspension of future ILL services;
- Renewals may be requested by the borrower. Renewal requests are subject to the lending library's circulation policy;
- Borrowed material is subject to recall by the lending library and immediate return is expected;
- Borrower must pay any and all service charges assessed by the lending library including replacement costs for lost or damaged items;

- Materials must be picked up and returned to the Lake Wales Public Library. ILL items CANNOT be sent by using the Books by Mail service.

Lending Procedures:

It is the policy of the Lake Wales Public Library to function as a provider of materials to requesting libraries outside of the Polk County Library Cooperative. The library reserves the right to refuse to lend materials or restrict the use of materials sent to a borrowing institution. The Lake Wales Public Library tries to make available a broad range of materials for ILL use with the following exceptions:

- DVDs;
- Audio books will be limited to libraries participating in the Florida Statewide Ground Delivery Service;
- Non-circulating (Reference) material;
- Material which has been published within six (6) months.

The Lake Wales Public Library will process the ILL requests in a timely manner, recognizing the needs of the requesting library and/or the requirements of the resource sharing system being used. If unable to fill a request, the library will respond promptly and state the reason the request cannot be filled.

ILL loans will be subject to checkout based on the local needs of the Lake Wales Public Library. The library will respond promptly to renewal requests.

Fees and Overdue Charges:

As a professional courtesy, the Lake Wales Public Library does not charge overdue fines against the borrowing institution nor does the library charge postage either to or from the borrowing institutions. However, charges for lost or damaged material will be assessed "and the borrowing institution will be invoiced, not the borrowing ILL patron. An invoice will be provided to the borrowing institution, based on the value of the lent material, at 30 days overdue."