

# **Metropolitan Library System**

## **Interlibrary Loan Code**

**July 2004**

### **I. Definition**

Interlibrary loans are transactions in which library materials are made available from one library to another upon request. An interlibrary loan is defined as a transaction in which the material moves from library to library/designated library user.

### **II. Scope**

1. Interlibrary loan services are governed by the ILLINET Interlibrary Loan Code, 2000 and the National Interlibrary Loan Code, 2001.
2. Any type of library material needed for any purpose, including but not limited to study, instruction, information, recreation, or research may be requested from another library.
3. Interlibrary loan is a mutual relationship and libraries are strongly encouraged to supply materials as freely as they request materials. Any materials, regardless of format, may be requested from another library. The supplying library determines whether the material can be provided and in what format. .
4. Each library shall have an interlibrary loan policy statement which shall be available upon request and which shall be on file with MLS.
5. On an annual basis, as requested by the State Library, MLS members shall complete a statistical report of their interlibrary loan activities. These reports shall be sent to the State Library or their designated agent, as specified on the report form.

### III. Responsibilities of Requesting Libraries

1. The requesting library is responsible for compliance with the copyright law (Title 17, U.S. Code) and its accompanying guidelines, and shall inform its users of the applicable portions of the law. An indication of compliance shall be provided with all copy requests.
2. The requesting library shall utilize their local resources, including full text electronic resources, before initiating ILL requests.
3. The requesting library shall refer to the MLS Direct Loan Directory prior to requesting any library material from an MLS library to assure compliance with the lending library's policy.
4. Materials requested shall be described as completely and accurately as possible, following accepted bibliographic practice. Before a request is submitted to MLS/ILL, verification should be attempted on FirstSearch . MLS members are responsible for obtaining the loan of materials held within Illinois directly from any and all electronic resources available to them, this includes but is not limited to SWAN, Illinet Online and the FirstSearch database.
5. The requesting library shall honor the lending library's conditions of loan. The requesting library shall convey these conditions to the patron.
6. Unless specifically forbidden by the lending library, the requesting library may copy material, provided this does not violate copyright laws and will not result in damage to the original material.
7. The requesting library is responsible for borrowed materials from the time they leave the supplying library until they have been received back. If damage or loss occurs, the requesting library is responsible for compensation or replacement, in accordance with the preference of the supplying library.

### IV. Responsibilities of Lending Libraries

1. Libraries shall implement generous lending policies with due consideration for the needs of

their primary clientele.

2. The lending library shall search, locate, send, reply, refer or provide notification of cancellation of all ILL requests within four working days of receipt.
3. The lending library shall notify the requesting library (or MLS/ILL when appropriate) of dates and duration of loans on the materials, renewal policies, and special handling.

#### V. MLS/ILL Responsibilities

1. The Metropolitan Library System/ILL Service will act as a facilitator for the MLS membership. All resources of the MLS Bibliographic Collection and information retrieval databases shall be utilized in an attempt to verify, locate, and fill requests submitted to MLS/ILL by the membership.
2. The Metropolitan Library System/ ILL Service will support the ILL activities of the MLS membership by providing them with ILL continuing education opportunities and consulting services.
3. MLS/ILL will make available online the current MLS/ILL Procedures Manual.
4. . MLS/ILL will make available online the current MLS Photocopy Directory and MLS Direct Loan Directory to assist members in resource sharing.
5. MLS will reimburse MLS members for any of their Interlibrary Loan items verified as having been lost in MLS delivery.

#### VI. Fees

1. Libraries may not charge service fees or delivery fees for the loan of items to other Metropolitan Library System libraries.

2. Libraries are encouraged to absorb the costs of providing photocopy service, however, after carefully reviewing and evaluating their organizational environment, libraries may charge fees for the provision of photocopies.
3. Libraries may charge for special delivery handling (i.e., Federal Express delivery), or special services (i.e., RUSH service - 24 hour delivery of item or fax delivery). Prior to shipping, any fees must be agreed upon by the two parties involved.
4. Current fee policies should be stated in the online MLS Photocopy Directory.
5. Libraries may not charge overdue fines to other libraries.

## VII. Violation of Responsibilities

Continued disregard of the provisions of this policy statement shall be sufficient reason for suspension of borrowing privileges with MLS and ILLINET.

1. In the event of an MLS member library's continued disregard of this policy statement, the two MLS members involved should attempt to resolve the issue directly.
2. If the MLS members are unable to resolve an issue directly, a written complaint of a policy violation should be forwarded to MLS/ILL. Any suspension will take place after due process, which will include review by MLS staff and the MLS Advisory Committee. Access to MLS Interlibrary Loan will be withdrawn by the MLS Board only after consideration of the library's position.
3. Suspension of a library's ILLINET privileges shall be reviewed by the State Librarian in accordance with System Rules and Regulations (currently Section 3030.115).