



## Interlibrary Loan Policy

Interlibrary Loan (ILL) services allow patrons to obtain materials from participating libraries throughout South Dakota. The Library is able to request materials from these libraries, which can be checked out for use at home. In rare cases, materials provided through Interlibrary Loan will be restricted to in-library use only. Users of the Interlibrary Loan service must hold a valid Huron Public Library card. The following paragraphs describe the Interlibrary Loan policy.

### I. Principles

Interlibrary Loan is a primary service that supports the mission of the Library by providing enhanced access to library materials and information. The purpose of Interlibrary Loan is to obtain materials not available at the Huron Public Library and to provide material from our collection to other libraries. [SDC 14-1-48](#) ; [SDC 14-1-40](#).

The library affirms that Interlibrary Loan is an adjunct tool, not a substitute, for adequate collection development. The Library will exhaust local resources first to meet patron needs. Items in frequent or recurring demand through ILL service will be considered for purchase.

The Library will keep this Interlibrary Loan policy up to date and make it available to users and other libraries on request.

### II. Definition

Interlibrary Loan is a transaction in which the Huron Public Library borrows materials directly from another library on behalf of a patron, or another library borrows materials from the Huron Public Library on behalf of its patrons.

### III. Interlibrary Borrowing

#### A. Users

1. All current Huron Public Library cardholders with accounts in good standing may request specified material through Interlibrary Loan.
2. All borrowing privileges, including Interlibrary Loan, of patrons who accumulate overdue fines over \$10.00 are suspended until sufficient payments are made to reduce the overdue balance to less than \$10.00.

3. Failure to return Interlibrary Loan items on time may result in the suspension of library borrowing services to the delinquent patron.

#### B. What can be borrowed?

1. Books, audiobooks and non-returnable copies or scans from materials may be requested.
2. Some requests may not be filled due to high demand, copyright restrictions, inability to locate or rarity of item.
3. A patron may have no more than five (5) items on request at any given time.
4. Materials that will not be requested include items already owned by the Huron Public Library, but are checked out, best sellers/high demand titles, materials already on order at Huron Public Library, titles that have not been published yet, old or rare books. The library will generally not seek loans of materials that have been published within the last six (6) months.

#### C. Submitting a request

1. Patrons may place an Interlibrary Loan request in person at Huron Public Library, or by calling Huron Public Library.

#### D. Turnaround Time

1. Interlibrary Loan requests will be filled as quickly as possible. Turnaround time varies depending upon the lending library and materials requested.
2. Patrons will be notified by telephone or e-mail when their materials arrive at the library.

#### E. Loan Period

1. Loan periods are determined by the lending library. Items generally are loaned to patrons for three weeks.
2. A due date will be assigned when the patron picks up the item. **Items will be considered overdue if they are not returned to this Library by the assigned item due date**

#### F. Conditions of Use

1. Huron Public Library will strictly adhere to conditions set by the lending library for the use of their materials. In rare cases, this will require that loaned materials be used in the library and not checked out for use at home.
2. Items should be returned to a circulation desk or deposited in the book drop for proper processing, and not.

#### G. Overdue and Lost material charges

1. Lost, damaged or stolen Interlibrary Loan materials are subject to the lending library's rules and regulations.
2. Upon notice that an item cannot be returned, Huron Public Library staff will contact the lending library as to the charge for that material.

3. Charges for lost or damaged materials, as well as overdue charges for Interlibrary Loan items are the responsibility of the borrower.
4. These charges will be reflected on the patron's Library account and may affect his/her borrowing privileges.

#### H. Renewals

1. The lending library determines whether renewals are allowed, and no renewals can be made unless the library has been given proper notice and approved the renewal.
2. Some lending libraries will not allow renewals.
3. Contact the ILL department at the Huron Public Library to request information on specific item renewal options.

#### I. Statistics

1. The library will maintain records of transactions in order to inform patrons of the status of their requests and will report activity as required through Library reporting mechanisms.