

INF-3: Interlibrary Loan Policy

Adopted: 10/17/2013; Last Revised: 2/15/2018

Policy Statement

As a commitment to meeting the information needs of the community, the Orion Township Public Library (OTPL) participates in consortia and networks to provide access to information resources and services it cannot or does not provide on its own.

Regulations

1. Interlibrary loan (ILL) is defined as the borrowing and lending of materials between OTPL and other library systems.
2. The library participates in a program on a statewide level that enables patrons to borrow materials or obtain articles otherwise unavailable to them locally.
3. ILL privileges are determined by the patron type associated with the library account (see *Library Card Policy*).
4. The lending library determines the type of material that may be loaned. Similarly, OTPL determines the type of material that may be borrowed by other libraries. Some restrictions may apply:
 - a. New materials that are in high demand.
 - b. Materials that have been designated as reference or non-circulating special collections.
 - c. Sensitive or costly media such as audiovisual formats that could be easily damaged.
5. The lending library or consortia establishes the lending rules that must be followed in regards to the loan periods and renewals.
6. ILL requests can be placed by a librarian or patron.
7. Staff cannot guarantee an exact delivery time for ILL materials due to variances in transit methods, work processes and geographic distance.
8. Staff will inform the patron how they will be notified that the ILL materials have arrived. Patron confidentiality will be maintained in the notification process in compliance with the Library Privacy Act.¹ A patron always has the option to contact OTPL about the status of the request.
9. When picking up ILL materials, patrons are required to leave the packaging of the items including the identification labels on the items when they are checked out. These identification markers help staff identify ILL materials and ensure their prompt return.
10. There is a limit of 50 ILL requests per eligible cardholder. Patrons are responsible for the items that they check out, and they will be held responsible and charged for replacement costs and any processing charges as set by the lending library for lost or damaged items. Patrons who abuse the ILL service may have their privileges revoked by the library director.
11. A patron who lives in the library service area who wishes to challenge a library policy or any portion of a library policy should follow procedures as outlined in MGT-15: Appeals Process Policy.

¹ MCL397.603 *et seq.* Library Privacy Act

