

Interlibrary Loan Policy

Policy Statement

Interlibrary Loan (ILL) exists as a service to allow the sharing of materials between libraries. No single library can own every item a patron may need; Interlibrary Loan helps to make available resources not owned by ones local library.

Sterling Municipal Library provides Interlibrary Loan service in accordance with the Interlibrary Loan Policy for the United States, prepared by the Interlibrary Loan Committee, Reference and User Services Association (RUSA), 1994, revised 2001. Approved by the RUSA Board of Directors January 2001. (RUSA is a part of the American Library Association.) Link

<http://www.ala.org/ala/rusa/rusaprotools/referenceguide/interlibrary.htm>

Rules

- A total of five items may be requested and/or checked out at a time
- Patron's Sterling Municipal library card record must be in good standing in order to request materials through ILL
- Material may be requested from another library only if not owned (or not owned in the requested format) by Sterling Municipal Library
- Materials that may be requested include: books, audio books, microfilm, and photocopies (could be from books, magazines, newspapers, etc.)
- Materials are due back at Sterling Municipal Library on the day designated by the library that owns the material. Requests for renewal must be received by the due date
- ILL materials must be returned inside the Library, during business hours
- Late fee for materials from other libraries is \$1.00 per day
- Failure to pick up materials ordered through ILL, or failure to return ILL materials promptly, may result in loss of ILL privileges in accordance with Sterling Municipal Library Circulation policies
- The patron is responsible for any damage to ILL materials checked out under his/her library card. The library that owns the material will determine fees for any damage
- Loss of ILL materials will result in charges for the replacement cost of the material, a processing fee, plus any late fees (up to the cost of the material) incurred before the material was reported as lost
- Legal action may result if ILL materials are not returned in a timely manner. See the Circulation Policy section on Legal action for more information
- Duplicate requests (requests for more than one copy of an item at the same time by the same person) are not accepted

Procedures

- Patrons may place an Interlibrary Loan request at either Information Desk
- Patrons should provide as much information as possible about the material being requested. (In the case of requests for newspaper or magazine copies, full citations are required)
- Sterling Municipal Library will request the materials from the libraries that own them (the lending libraries)
- The lending libraries ship materials to Sterling Municipal Library for patrons to pick up
- Sterling Municipal Library staff notifies patrons that material has arrived. Patrons have five (5) business days to pick up material before it is returned to the lending library
- Patrons return materials to Sterling Municipal Library; Sterling Municipal Library returns the materials to the lending library
- If material cannot be obtained through ILL, Sterling Municipal Library will notify patrons by mail or email

Sterling Municipal Library follows the Interlibrary Loan Code for the United States Prepared by the Interlibrary Loan Committee, Reference and User Services Association, 1994, revised 2001. Approved by the RUSA Board of Directors January 2001.