

Interlibrary Loan Request Policy

Fond du Lac Public Library

Board approved: June 21, 2018

Previous policy dated: N/A

The Fond du Lac Public Library provides interlibrary loan service in order to enhance, extend, and supplement the resources available to local residents. Because the library cannot purchase or subscribe to everything published, interlibrary loan is an essential part of the library's effort to meet the informational needs of the community.

Per Wisconsin statutes, the Fond du Lac Public Library does not charge a fee for obtaining materials from other libraries. The Library fully supports and adheres to state and national guidelines for resource sharing. Requests for materials will be in accordance with US Copyright law.

1) Materials that may be requested from other libraries

- a. Users may only request materials in formats that the FDL Public Library owns.
- b. In general, materials should be at least 6-12 months old before submitting a request.
 - i. DVDs should be at least 12 months old.
 - ii. Requests for materials published within the last year will be considered for purchase.
 - iii. Titles to fill in a series will also be considered for purchase as the budget allows.
- c. Titles that the FDLPL already owns should not to be requested from another library. Exceptions may be made in the following cases:
 - i. Users may request materials in a *different format*, such as large print, audiobook or Playaway.
 - ii. Additional copies of a title being used by a local book club or discussion group.
 - iii. When the FDLPL copy is lost, damaged, or overdue by more than 3 weeks, an ILL request may be placed.
 - iv. In general, the library will not request *variations* of materials we already own. For example, we will not request abridged or extended versions of movies, director's cut or unrated editions, widescreen, or Blu-Ray versions of a title we already own. If the library owns the Blu-Ray version only, users may request a standard DVD since the Blu-Ray requires specific hardware to use. If the library owns the DVD however, we will not request the Blu-Ray since the DVD may be used on a Blu-Ray player.

- d. The library cannot request textbooks.

2) From where we obtain materials

- a. Whenever possible, we will request materials from within our regional consortium first (Winnefox).
- b. If not available from a library in our consortium, materials may be requested via Wiscat, the statewide discovery catalog.
- c. In most cases, this is as far as library staff will search for an item. However, if an item is needed for academic or genealogical research, staff may also search WorldCat or other sources for libraries known to lend materials for free.
- d. For ease of delivery, the FDL Public Library strongly prefers to work with other Wisconsin libraries. When materials are received from libraries outside the state delivery system, FDLPL will only pay for the return shipping—the fee for which will not be passed on to users per state law.

3) Who is eligible to request and borrow materials from other libraries

- a. Personal account holders who are eligible to place holds are eligible to request materials from another library.
 - i. Exceptions: Homebound, Group Home, and Limited account holders may not check out interlibrary loans.
 - ii. Due to the potential extended use fees and replacement cost, minors are strongly encouraged to check with a parent before requesting interlibrary loans.
- b. Teachers and business account holders should use their personal card when requesting and borrowing ILL materials.
- c. Users must be in good standing to checkout materials borrowed from other libraries.

4) Limits

- a. Users may have up to 25 holds or ILL requests at any given time. The library is not responsible for delivery delays and cannot guarantee a specific day or time of

delivery. *It is the responsibility of the user to not request more items than they can reasonably use at one time.

- b. Users may not request more than 100 ILL items per year.
- c. Users must wait at least 30 days before requesting the same item again.
- d. Users may not request the same item more than 3 times per year. If available, the library will consider the material for purchase.

5) Circulation and Renewals

- a. Materials must be checked out to the account on which the request was initiated.
- b. The lending library determines how long the patron may use the item. Loan periods are not to exceed local borrowing practices.
- c. Materials are to be returned to a Fond du Lac Public Library location (not directly to the owning library).
- d. Renewals are granted for print items at the discretion of the owning library. When renewals are requested, FDLPL staff will contact the owning library to request a revised due date.
- e. There are no renewals for audiovisual materials (music cds, DVDs, etc).
- f. The owning library may recall materials at any time. When notified, users should promptly return the materials.
- g. The extended use fee is \$1.00 per day. The maximum overdue fine is \$30.00 per item.
- h. The default replacement cost for an item owned by another library is \$100. Fees for lost or damaged materials will be the responsibility of the user, plus a \$5.00 processing fee.

For additional information, please refer to the Wisconsin Department of Public Instruction ILL Guidelines (currently available at: <https://dpi.wi.gov/sites/default/files/imce/r13/pdf/WISCAT/wi-ill-guidelines-2016.pdf>) and the Interlibrary Loan Code for the United States, as published by the American Library Association, Reference and User Services Association (RUSA) (currently available at: <http://www.ala.org/rusa/guidelines/interlibrary>).