Dunkerton Public Library Policy: **Interlibrary Loan Policy**

Adopted: September 29, 2011 Revised: December 27, 2022

Interlibrary Loan (ILL) is a process through which library material is made available by one library to another upon request. If the Dunkerton Public Library does not have the material that a user needs within its collection, library staff will attempt to borrow it from another library via the ILL system.

**I. ELIGIBLE BORROWERS**

Interlibrary loan service is available to any library user in good standing (i.e., card is not blocked for fines, overdue materials, or incorrect address) who has been issued a current Dunkerton Public Library borrower's card.

**II. REQUESTING INTERLIBRARY LOAN SERVICE**

An interlibrary borrowing request may be submitted at the Library service desk, by email, by telephone, or online through the patron’s library account.

 When requesting an item for interlibrary loan, the following information will assist library staff in locating and requesting the item: exact title of the item, author or editor's full name. Publisher and date of publication may be necessary if a specific edition is desired.

**III. REQUEST RESTRICTIONS**

**A. Material Types**

The following materials are not available on ILL:

* Reference material (e.g. directories, encyclopedia sets, indexes, standard library reference tools);
* bound volumes or individual issues of magazines and newspapers;
* software;
* rare, archival, manuscript or fragile items;
* popular books published within the last twelve months;

**B. Number of Requests Accepted**

The request limit is ten (10) outstanding interlibrary loan transactions at any one time per family. This includes requests that are pending as well as materials that the user currently has borrowed through interlibrary loan.

**IV. CIRCULATION OF INTERLIBRARY LOAN MATERIAL**

**A. Loan Period**

The library lending the material sets the due date. Typically, interlibrary loan materials will be loaned to patrons for a two-week period.

**B. Renewals**

Library users are encouraged to return materials at the end of the loan period so that materials are not absent from the lending library for an unreasonable length of time. Renewals are only permitted if the lending library allows such an extension. Requests to renew an item must be submitted two days in advance of the due date for the item. Materials can only be renewed once. Materials received through interlibrary loan may not be requested again for at least six months unless the patron pays the postage, if not on the IA Shares route.

**V. BORROWING FEES AND OVERDUE FINES**

**A. Agreement to Accept Charges from Lending Libraries**

The Dunkerton Public Library will make every effort to request materials from those libraries who do not charge for lending their materials. Library users are responsible for any charges applied by the lending library including charges, postage, overdue fines, or fees for damaged or lost materials. Library staff will make every effort to notify the library user as to any fees that will be assessed by the lending library. If lending charges are not paid at the time the material is picked up, they will be attached to the user's circulation record and handled in the same manner as other charges.

**B. Postage Charges**

The Dunkerton Public Library will make every effort to request materials from libraries located within the state of Iowa first. There is no fee for this. If the material cannot be obtained from an Iowa library, the borrower may then elect to have the material requested from a library located outside of Iowa. A postage fee of $3 will be assessed for every item that is located and shipped from a library located out of Iowa to the Dunkerton Public Library. If the requested material cannot be located, no fee will be assessed.

**B. Overdue Fines and Charges for Damaged or Lost Materials**

The library user is responsible for any charges assessed by the lending library for overdue fines or damage to an interlibrary loan item. If an interlibrary loan item is lost, the library user will be responsible for the cost of the item.

**VI. FAILURE TO PICK-UP INTERLIBRARY LOAN MATERIALS**

Books that are not picked up within 7 days of being notified by a library staff member that the book is in will be returned to the lending library. Those materials may not be requested again for at least six months unless the patron pays the postage, if not on the IA Shares route.

**VII. LENDING MATERIALS TO OTHER LIBRARIES**

**A. Lending Charges**

There will be no charge to other libraries to borrow materials from the Dunkerton Public Library's collection, nor will charges be assessed for overdue items. If an item is not returned by the borrowing library to the Dunkerton Public Library, the borrowing library is responsible for the replacement cost of the item.

**B. Loan Period**

Dunkerton Public Library materials will be lent to other libraries for six (6) weeks with renewals available if item is not on reserve.

**C. Format of Requests That Will Be Accepted**

In order to facilitate processing of interlibrary loan requests, the Library will only accept requests submitted through the SILO computer-based system.

**D. Materials That Will Be Lent to Requesting Libraries**

In order to insure that local Dunkerton Public Library users have access to the latest materials, the following items will not be loaned via interlibrary loan: popular books published within the last year; books with long reserve lists; items designated as "high demand"; software; reference material (e.g. directories, encyclopedia sets, indexes, standard library reference tools); bound or current issues of magazines and newspapers; and rare, archival, manuscript or fragile items.

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Curt Thomas, Board President