

## **NASHVILLE PUBLIC LIBRARY INTERLIBRARY LOAN POLICY**

Interlibrary loan is the process by which a library requests material from, or supplies material to, another library. As a partner in the Illinois Library and Information Network (ILLINET), the Nashville Public Library abides by the ILLINET Interlibrary Loan Code and supports resource sharing in a variety of formats between all types of libraries.

The Nashville Public Library is a member of the Illinois Heartland Library System (IHLS), a partner in ILLINET, and a member of the Online Computer Library Center (OCLC). To facilitate resource sharing, the Library provides the following to Nashville Public Library cardholders:

- Access to online consortial catalogs that provide bibliographic access to the collections of the local library and libraries in the region and across the state.
- Access to the Illinois Statewide Library Delivery Service (ILDS) delivery system.
- Access to OCLC FirstSearch, and, with the assistance of library staff, access to WorldShare, OCLC's online catalog.

### **Borrowing Policy**

- Patrons must be in good standing and have a valid Nashville Public Library card to order materials through interlibrary loan.
- Requests for materials owned by the IHLS libraries are placed through SHARE, the online public access catalog. Nashville Public Library cardholders, as well as other IHLS library cardholders, can place their own requests through the online catalog or request the item in person at the main desk, by email or by phone.
- If materials cannot be located in SHARE, the library may request them from libraries outside the system. Our first choice is to request items within Illinois.
- Some libraries do not lend audio or video materials outside their area and some charge a fee for out-of-state interlibrary loan. Nashville Public Library requests audiobooks or DVDs from in-state libraries only and will not request any items requiring a fee (usually \$10 to \$20) unless the cardholder has agreed to pay it.
- When items arrive, library staff notify the requestor by telephone, or by the method specified in the patron record. Most items are held 7 days before they are returned to the owning library. The library will observe any conditions for use of loaned materials that are imposed by a supplying library.

- Fees for overdue, damaged, or lost items from IHLS libraries are determined by the supplying library. Late fees for out-of-system materials are charged at our library's rate; out-of-system fees for damaged or lost materials are determined by the supplying library.
- Borrowing will be in accordance with U.S. Copyright law as indicated below.

*The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the Law, libraries and archives are authorized to furnish a photocopy or other reproductions. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of that order would involve violation of the law.*

## **Lending Policy**

- Requests within Illinois Heartland Library System (IHLS) are usually submitted through SHARE, the online public access catalog. The preferred method for libraries submitting requests from outside SHARE is OCLC; requests may also be submitted via mail, email, or fax on an ALA (or equivalent) form.
- Nashville Public Library will respond to all interlibrary loan (ILL) requests within five working days of receipt. Loans will be sent via IHLS/ILDS delivery in-state and by mail if out-of-state. The library does not charge to loan our materials in state. For out-of-state requests, mailing costs are the responsibility of the requesting library.
- Books, audiobooks, and videos are loaned in state. All interlibrary loans are subject to our standard circulation and renewal periods. However, materials ordered through OCLC are loaned for a longer period to allow time for shipping greater distances. Reference materials, genealogy, periodicals, microfilm, and children's music kits are not loaned.
- Replacement cost will be charged for lost and damaged items. Libraries will be billed with an invoice for lost or damaged materials.
- Photocopies: The requesting library is responsible for complying with copyright law. Photocopy requests will be filled within 5 working days by fax, ILDS delivery, or email. There is no charge for interlibrary loan photocopies less than 20 pages.
- ILLINET Rush or Urgent Services will not be provided.

Questions regarding interlibrary loans may be answered by contacting the library director of the Nashville Public Library through the following methods:

- **Address:** Nashville Public Library, 219 E. Elm Street, Nashville, IL 62263
- **Phone:** 618-327-3827
- **Fax:** 618-327-4820
- **Email:** [nashvillepublib@gmail.com](mailto:nashvillepublib@gmail.com)

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