

## INTER-LIBRARY LOAN (ILL)

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1. The City of Saratoga Springs Public Library provides inter-library loan services to patrons in accordance with the provision of this policy, and in conformity with national and state inter-library loan codes.
2. A fee of \$3.00 is charged at the time of the initial request inter-library loan request for each item to defray postage and technology costs. Patrons are also charged, with their prior consent, any fees assessed by a loaning library, including lost or damaged materials charges.
3. The City of Saratoga Springs Public Library does not charge a fee when loaning materials to other libraries.
4. The City of Saratoga Springs Public Library borrows the following types of materials through the inter-library loan procedures: books and articles from periodicals provided the periodical is not available at a publicly accessible library in Salt Lake County or Utah County.
5. The City of Saratoga Springs Public Library does not borrow the following types of materials: audiocassettes, DVD's, photographs, compact disks, or reference materials.
6. Patrons who do not pick up an inter-library loan which they requested, after they have been notified the item is available, are responsible for inter-library loan charges accrued, including the \$3.00 initial fee for the request. In addition, patrons who do not pick up inter-library loans twice within a twelve-month period may have their inter-library loan privileges suspended for up to six months.
7. The Library Director will establish procedures, including limitations on the number of inter-library loan requests a patron may have active at a given time, to facilitate the efficient and effective operation of the inter-library loan system.
8. The replacement cost for a lost book on loan to another library will be the list price of the book plus a non-refundable \$20.00 service charge.
9. PROCEDURES. In accordance with the "Inter-Library Loan" (ILL) policy of the City of Saratoga Springs Public Library, the Library Director establishes the following procedures to facilitate the efficient and effective operation of the system.
  - A. Patrons may have no more than three ILL requests pending at a given time. As requests are filled, new requests may be submitted. The Library Director may approve exceptions to this limitation when circumstances so warrant.
  - B. A form requesting the ILL may be filled out on the website or at the library. The library will then try to ILL the item through the Utah State Library.
  - C. Payment for ILLs is due at the time the patron requests materials. However, failure to pick up or use an ILL item after proper notification by the Library does not relieve the patron of the ILL charges. Such charges will be assessed against the patron's record

and must be paid before any further ILL requests will be processed, or any further ILL materials are loaned to the patron.

- D. Some materials borrowed through the ILL system may be renewed. The decision to permit renewal, however, rests with each loaning library, and the request to renew must be submitted separately on an item-by-item basis. Regardless of when a request to renew is made, the item must be returned to the Library when it is due. The Library will then hold the item until the loaning library approves the renewal, after which the patron will be contacted to pick up the item with its new due date. If the renewal is denied, the Library will notify the patron that the item cannot be renewed and return it to the loaning library.

Adopted: 2/28/2011

Reviewed by Library Board: February 2014