



Policy Title: Interlibrary Loan

Interlibrary Borrowing

Interlibrary Loan (ILL) offers Library patrons an opportunity to request and borrow materials that are not owned by the St. Johns County Public Library System (SJCLPS). Through ILL, patrons have access to the circulating collections of library systems in Florida, as well as participating universities and public library systems throughout the United States. ILL services are available to anyone holding a SJCLPS card in good standing. You may place your requests electronically through the Library System's website, by telephone, e-mail, or in-person at the public services desk of any SJCLPS branch. We will only accept 3 requests by telephone at one time.

You may have a total of ten (10) requests outstanding (at any stage of the ILL process: checked out, requested, in transit, etc.) at one time.

Requested material will be delivered to the branch library or bookmobile of your choice. You will be contacted when the material is available for pickup. If you have questions about your ILL request once it has been placed, please call the branch location that you designated as the pickup location. (Please refer to the end of this document for branch phone numbers). Any item received via ILL service is subject to the same fees/fines placed on similar items owned by SJCLPS. In addition, libraries which loan material to SJCLPS may place additional fines/fees on loaned items.

Materials That May Not Be Requested through ILL

- Items currently owned by SJCLPS
- Newly published materials (less than one year old)
- Feature Films less than 3 years old
- Fictional Television Series
- Textbooks
- Entire issues of periodicals
- Rare books or rare non-book materials
- Materials for class, reserve or group use
- E-books or e-documents/articles
- Multiple copies of the same title for group use (e.g. book clubs)

Restricted Materials

Most materials acquired through ILL may be circulated. Occasionally, the materials requested may be designated by the lending library as restricted, which means that they must be used in the library and cannot be checked out. They may however, be used in the SJCLPS location of your choice. When restricted materials are received, patrons will be asked to relinquish some form of identification. This identification will be held until the materials are returned.

Photocopies

Patrons may order photocopies of certain materials not available through ILL, such as magazine articles and reference materials. The requester may keep photocopies. Photocopying charges may be incurred. If there is a charge for the photocopy, it must be paid before the request is submitted. Patrons are encouraged to contact their local branch for questions concerning photocopy requests (see end of this document for branch phone numbers).

Loan Periods

The loan period is determined by the lending library. The requester may keep photocopies. The SJCPLS library will strictly observe any conditions for use of loaned materials that are imposed by the lending library (e.g., short loan period, in library use only, no renewals).

Renewal of Materials

Renewals of ILL materials are at the sole discretion of the lending library and cannot be guaranteed. If a renewal is desired, the patron must contact their local library branch (see end of document for branch phone numbers) at least four working days before the material is due. Staff will attempt to renew the item and notify the patron if the item may or may not be renewed. Maximum number of renewals is one. Overdue materials cannot be renewed.

Overdue Materials

Fines will be incurred for overdue materials at the same rate as similar items owned by SJCPLS. Overdue materials cannot be renewed.

Returning Materials

ILL materials may be returned to any St. Johns County library location. To insure that credit is received for returning an item, patrons are asked to not remove the lending label on the item.

Borrowing Fees

Materials that are only available from libraries outside the state courier service delivery area will incur a minimal fee per item to cover the cost of postage. The fee is due at time of checkout. The patron is responsible for paying the fee once the item has shipped, regardless of whether or not the patron checks out the item. Patrons should check with library staff at their local library for the current fee.

Patrons wanting photocopies or loans from fee-charging libraries must submit cash, check or a money order made payable to SJCPLS before the loan request can be confirmed. The money is held at the borrowing library until the item is received from the lending library. If the item is not filled by the lending library, the patron will be contacted for return of payment.

Patron Responsibility

It is the patron's responsibility to pick up and return requested items by the due date. The patron is also responsible for contacting the library and cancelling the request if the item is no longer needed. If an item is lost or damaged, the patron is responsible for all overdue fines, the cost of the item, and any processing fees charged by the lending library. When materials are lost or are returned late, the borrowing privileges of both the patron and the SJCPLS are jeopardized. Any patron who fails to return an item by the due date will have their library borrowing privileges suspended until the item is returned or paid for. Patrons that fail to pick up their interlibrary loan items by the expiration date will be charged a fee for each item, based on the current Fines and Fees Schedule.

Copyright Restrictions

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 reproduction. 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 the order would involve violation of copyright law.

Interlibrary Lending to Other Institutions

Users

The SJCPLS will loan materials to all libraries. All individuals outside St. Johns County wishing to borrow a title from our collection must initiate their request through a library.

How To Submit a Request

Libraries may submit requests by mail (ALA form or equivalent required), fax, OCLC, email, phone (confirming fax required).

St. Johns County Library Technical Services

ILL Department

6670 US 1 South, St. Augustine, FL 32086

Phone: 904-827-6920 Fax: 904-827-6905 Email: sjcill@neflin.org

OCLC Library Symbol: WL8

What Can Be Borrowed

The library endeavors to make available the broadest range of materials for interlibrary loan, with the following exceptions: reference materials, newspapers, audiovisual materials and microforms. The library also reserves the right to refuse to lend materials or to ask a borrowing library to restrict use of materials loaned.

Loan Periods & Renewals

Items will be checked out for six weeks. This allows for two weeks transit time and for a four week check out to your patron. If a title is not on reserve for another patron, the item may be renewed. There is a limit of one renewal.

Fees

The St. Johns County Public Library System does not charge for lending materials.

Lost Interlibrary Loan Materials

The SJCPLS will assess a fee on a lost item equal to the replacement cost of the item or its equivalent. The borrowing library is responsible for the payment of this fee.

Photocopies

Up to 25 pages will be provided, within copyright limits. There are no charges for photocopies. Materials will be photocopied from either hard copy or microfilm.