

# St. Johns County Public Library System

[www.sjcpls.org](http://www.sjcpls.org)



## Interlibrary Loan Policy

### 1. Definition and Purpose

Interlibrary Loans (ILL) are physical loans made by one library system to another. This cooperative sharing of resources enables libraries to better serve their local patrons. Interlibrary Loans are meant to supplement the library's collection.

### 2. Materials that may not be requested through ILL:

- Items currently owned by SJCPPLS
- Fiction materials less than one year old
- Non-fiction materials less than 6 months old
- VHS tapes
- Microfilm
- Materials with a replacement cost of over \$150
- Materials for classroom use, course reserves, or group use
- Entire issues of periodicals
- E-books, e-audiobooks, or other licensed e-resources
- Materials housed in special collections (i.e. rare, archival, local history, genealogy)

### 3. Eligibility to Borrow

- An individual must be a current, registered patron in good standing in order to receive ILL service through St. Johns County Public Library System (SJCPPLS).
- ILL requests will not be processed for patrons who have expired registrations, overdue library materials, or unpaid fines and fees.
- The library reserves the right to limit or deny ILL service when circumstances regarding patron status warrant such restrictions.
- New library card holders must wait 1 month before placing any ILL requests.

### 4. Terms for Interlibrary Loan

Interlibrary Loan service users must adhere to and comply with all conditions and terms of the agreement, including, but not limited to, the following:

- A maximum of ten (10) items may be requested and/or borrowed at any given time.
- ILLs requested through our state delivery network are free. If choosing to request items outside this network, the shipping and handling fee is the patron's responsibility once the item has shipped.

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- Photocopy service is limited to no more than five (5) articles from the last five years of the same journal.
- U. S. Copyright law (Title 17, U.S. Code) and accompanying guidelines apply to all photocopies transacted via ILL service.
- ILL material(s) will be returned to the lending library if not checked out with seven (7) days of notification.
- ILL material(s) not picked up within that time, and without the patron contacting the library, will incur a non-pick up fee.
- ILL items returned past their due date will incur overdue fines according to the current fines and fees schedule.
- Due dates are set by the lending library. Renewal requests must be placed before the ILL materials are due. Overdue materials cannot be renewed.
- ILL item identification labels should not be removed by the patron.
- ILL items should not have adhesives (i.e. tape, glue, etc.) applied to them.
- Circulation restrictions imposed by the lending library apply to ILL materials (i.e. no renewals, in house use, etc.).
- Borrowed material(s) is subject to recall by the lending library and immediate return is expected.
- Patrons must pay any and all service charges assessed by the lending library, (i.e. replacement costs for lost or damaged items, claimed returned, and etc.)
- Repeated instances of patron failure to comply with this policy will result in loss of interlibrary loan privileges.

An interlibrary loan transaction signifies patron agreement to abide by the established rules and regulations that govern Interlibrary Loan service. Disregard for these provisions could result in suspension of service from supplying libraries. This policy is based on the Interlibrary Loan Code of the United States.

## **5. Lending to Other Libraries**

SJCPLS will loan materials to all public and academic libraries for free.

- Reference materials, periodicals, and library of things materials are not loaned.
- Audiovisual materials are loaned only to Florida Network Delivery (formerly DLLI) members.
- Requests are accepted through ILL platforms that SJCPLS currently uses and ALA forms.
- Only libraries may request materials, individuals must go through their libraries to initiate a request.
- The borrowing library is responsible for paying any fees for lost or damaged materials.
- Materials are loaned for six (6) weeks with the option of a three (3) week renewal. Materials are subject to recall.