

OTTUMWA PUBLIC LIBRARY POLICY AND PROCEDURE

Name of Policy: **INTERLIBRARY LOAN POLICY**

Procedure:

1. Upon an Interlibrary Loan (ILL) request, the patron must present an Ottumwa Public Library card. Only patrons living or working in Wapello County will be served. Requests from non county patrons will be researched, but these patrons will be instructed to request books from the library within the county they reside or work.
2. ILL requests for in print materials under \$10.00 or newer than 6 months old will not be accepted. ILL requests for materials held in the Library's collection, but currently on loan, will not be accepted. No requests for computer software will be accepted.
3. ILL requests for videos and dvds will be honored for items that are instructional or for movies that cannot be expected to be found in local video rental stores. Patrons should be informed that no library is obligated to send videos.
4. Patrons may request a total of three (3) ILL/book or video items at one time and may only have (3) ILL items active at one time. Up to four ILL article requests may be made at one time.
5. Patrons should be informed of the following:
 - That they will be charged .75 for each received item
 - That the items cannot be renewed by us
 - The item should be returned to the reference desk on or before the due date
 - That they are responsible for items returned to the book drops that do not find their way to the reference desk.
6. ILL requests by patrons without phones or who request to be notified by mail, will be asked to provide a postage stamp or an equivalent value of money.
7. Research the request on SILO locator site and complete the ILL request form. Make a copy of the request form and place it into the first section with the heading "Requests" of the ILL Book. Make sure that the patron's name and phone number are listed on the sheet. Transmit the request.

8. There will be a one (1) week grace period on all ILL materials. After the one week the library will charge an overdue fine of \$1.00 per day until the item is returned.

Date revised: 14 March 2011

By: Ottumwa Public Library Board of Trustees