

ARTICLE 5: INTERLIBRARY LOAN POLICY

5.01 Definition and Purpose

Interlibrary Loan (ILL) is the process by which a library borrows material from another library. Leon Valley Public Library recognizes that the sharing of material between libraries is an integral element in the provision of library service. Leon Valley Public Library currently is a borrower and lender on the Online Computer Library Center (OCLC) Interlibrary Loan Network with the ID of YU2. LVPL works with the local Navigator Request Engine (NRE) ILL network (Texas Group) and the national Worldshare ILL network (Worldcat).

5.02 Governance

Interlibrary loan policies of this library are governed by the American Library Association's Interlibrary Loan Code for the United States ([Attachment 14](#)); the Copyright Law, Title 17, U.S. Code ([Attachment 4](#)); and by the regulations of lending libraries. Within the limits of the policy set forth here, Leon Valley Public Library will offer to obtain for patrons requested materials not available in the collections of this library. Leon Valley Public Library will consider such factors as geographic proximity, type of library, and any lending fees when determining to which library an interlibrary loan request will be made, when there is a choice.

5.03 Borrowing from Other Libraries

1) Eligibility: Patrons must have a valid Leon Valley Public Library borrower's card to request material via ILL. Non-cardholders are encouraged to request ILL service through their local public libraries. All transactions are from library to library.

2) Confidentiality: Confidentiality of library users will be maintained in ILL transactions.

3) Type of Material Borrowed: Leon Valley Public Library will generally attempt to borrow any material the patron needs. Patrons are cautioned, however, that other libraries may not lend certain types of materials. These include the following:

- a) current bestsellers and popular titles published in the last six to twelve months
- b) reference
- c) genealogy
- d) rare or valuable material
- e) audiovisual material
- f) bulky or fragile items that are difficult or expensive to ship

Leon Valley Public Library will not borrow material determined to be in violation of copyright law.

5.04 Restrictions on Materials Borrowed

The lending library may impose restrictions on material lent, including requiring that the material be used only in the borrowing library. The lending library determines the length of time for which the material is lent and whether renewals will be granted and has the right to recall material before the due date.

5.05 Charges

Fees for photocopying and occasionally other charges (loan fees, postage, access charges, overdue/late fines, damages, etc.) may be assessed by the lending library. Such charges will be passed on to the patron. Leon Valley Public Library will obtain authorization from the patron before ordering material for which there is a charge. Patrons who fail to claim the material borrowed for them will still be expected to pay any fees incurred.

The lending library will assess repair or replacement charges if materials are returned damaged or are lost.

5.06 Turnaround Time and Loan Periods

Time required to receive requested material can vary considerably, depending on availability of material, location of the lending library, and shipping method. Some materials may arrive in two to three days, while others may take weeks or months. When making an ILL request, the patron should indicate any deadline for receipt of material and whether material will not be needed after a given date. Requests will be processed in the order in which they are received. The patron should also notify the library if the request is no longer needed after the request has been made so there is a chance to stop the process.

The lending library determines the loan period, which can vary from two to eight weeks. The Leon Valley Public Library will set a return date that is five days earlier than the due date, to allow time for the item to be returned to the lending library. Patrons are urged to return materials on time to ensure that lending libraries will continue to share their resources with Leon Valley Public Library.

A renewal period, if any, is determined by the lending library. A patron who desires a renewal must notify Leon Valley Public Library at least two (2) business days before the stated due date to allow time to file a renewal request with the lending library.

5.07 Procedure for Placing a Request

To request an interlibrary loan, the patron completes an Interlibrary Loan Request Form ([Attachment 26](#)), which may be obtained at the library or downloaded from the library's web site. The form may be submitted in person, by fax or by mail. Patrons may e-mail or phone in an ILL request; the staff member taking the request will verify the patron's identity. ILL requests may also be made directly by the patron through the LVPL website, if the patron's account is clean and up-to-date. The system requires that accounts be in good standing and that the phone number used be the one on file with the account.

Staff will telephone or e-mail the patron when his or her request has arrived. Patrons are expected to pick up the requested item as soon as possible as the loan times vary considerably. Items not picked up after a second attempt at contact (reminder) within a week will be returned to the lending library.

5.08 Loaning to Other Libraries

Leon Valley Public Library lends reciprocally to other system libraries both statewide and nationally, except for San Antonio Public Library (SAPL); this exception is only to prevent confusion in returning ILLs to the proper pickup place and due to the proximity of LVPL to SAPL (patrons needing a San Antonio library book can go to a San Antonio library).