

Eckhart Public Library Interlibrary Loan Policy

Revised 10/5/2016

Adopted by the Board of Trustees 11/2016

An Interlibrary loan is designed to obtain items for our library patrons that Eckhart Public Library does not have in its collection. It is easy and convenient to request items that EPL does not have that may be picked up and returned at Eckhart Public Library

Please remember the following:

- Interlibrary loan (ILL) requests are available to Eckhart Public Library cardholders in good standing only. Patrons with fees over \$10.00 or responsible parties of patrons with fees over \$10.00 may not request interlibrary loans. Evergreen Indiana cardholders from other libraries must submit requests from their home libraries.
- PLAC cardholders must submit ILL requests from their home libraries.
- Effective January 1, 2017, patrons may submit up to 20 requests per month. Requests over this amount will not be reviewed by staff, but may be resubmitted by the patron at a later date.
- Only items published or produced for at least 6 months may be requested through Interlibrary Loan; however newer items may be considered for addition to the Eckhart Public Library collection.
- Requests for interlibrary loans should be submitted electronically from the link on the Eckhart Public Library website with the following information. Patrons unable to submit requests online can contact the Information Desk for assistance with interlibrary loan submissions. All patrons should be prepared to provide the following information:
 - Patron Name
 - Patron Telephone Number
 - Patron Email Address (if available)
 - Format of Item
 - Title of Item
 - Author of Item (if available)
 - Any other additional information that may help library staff find the item
- We are unable to process requests for books already owned or on order by Eckhart Public Library.
- The patron who requested the item must be present when picking up item and must have valid EPL patron card when checking item out or be the designated proxy borrower of the requesting patron.
- The length of the loan period is determined by the lending library not Eckhart Public Library. We are unable to extend loan periods or renew interlibrary loan items. If a patron needs more time, they are responsible for notifying Eckhart Public Library prior to the item due date.
- It may take 2-4 weeks (sometimes longer) to receive requested materials.

- If materials cannot be found at an Indiana library, patrons may choose to pay up to \$5.00 for a postage fee to obtain the material from an out of state library.
- Failure to pick up 3 requested interlibrary loan items will result in the loss of interlibrary loan privileges for 6 months.
- **Late items will accrue fees of \$.25 per day.**
- The patron is responsible for replacement cost of lost or damaged materials, processing fee, accrued fines, and any additional fees imposed by the lending library.