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CHAPTER 10: Circulation
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Title:	Interlibrary Loan Policy
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The Marathon County Public Library's interlibrary loan policy is in accordance with the Division for Libraries and Technology's position on interlibrary loan fees. The Division states that a public library charging fees to individuals for access to information services, including interlibrary loan, is a violation of legislative policy. As such, the Marathon County Public Library does not charge patrons for interlibrary loan services.

A public library that is a member of a public library system must provide its patrons access to the interlibrary loan services, and it must fill interlibrary loan requests from other libraries within the system area. However, it is not required to forward an interlibrary loan request from a patron to any library or library organization that charges a fee for this service. If it does so, it cannot pass the fee on to the patron. Likewise, a public library system may not charge a member library or a patron for handling or filling an interlibrary loan request within the system service area, or for referring the interlibrary loan request to a library outside the system area.

Public library systems and member public libraries are not required to fill or facilitate the filling of interlibrary loan requests received from other library systems or libraries outside of the system area. This is done on a voluntary, reciprocal basis, or through agreements between systems and libraries. However, without the cooperation involved in this program of reciprocal lending, patrons from all library system areas would be denied access to the information resources that they need.

Interlibrary Loan Policies:

The following guidelines should be used when deciding which materials may be requested through interlibrary loan. These guidelines are from the document: Wisconsin Interlibrary Loan Guidelines 2016, which can be found on the Wisconsin Department of Public Instruction website.

MCPL Limitations to Requesting Materials:

Requesting libraries will train patrons to use the interlibrary loan catalog to effectively determine if an interlibrary loan request is appropriate. If the patron finds the item in the catalog, the patron should see library staff for assistance in determining if an interlibrary loan request should be placed.

Items not available through interlibrary loan:

- materials which are owned, but in use at the requesting library;
- materials which are owned, but in use within the requesting library's shared automated system or consortium;
- materials which are on order at the requesting library;
- materials which are on order within the requesting library's consortium;
- titles that have not yet been published but have prepublication information in verification sources;
- computer or video games in any format;
- periodicals (entire issues);
- materials published in the current or previous calendar year;
- materials published more than 75 years ago;
- feature films and TV series in any format;
- items which are owned at institutions that charge a lending fee;
- items which are owned outside of our regional borrowing consortium (WI, MN, ND, SD);
- print items valued at under \$10;
- materials that are deemed in excess of "fair use" as defined in the United States Copyright Law, section 108;
- the same title may not be requested more than once for a patron within any 3 month period of time;
- textbooks

Interlibrary loan requests in these situations are made only if special conditions or considerations apply. Borrowing multiple copies of titles for group use (e.g.: book clubs) is an exception to the general guidelines of not borrowing what the Library owns.

Patron Accounts are Blocked from Material Checkouts If:

- The patron's account is not in good standing (see: Policy 10.10 a-c).

Patrons are Blocked from Electronic Resources If:

- The patron owes \$25.00 or more.

Due Date:

1. Due date indicated on the label is the date to be observed;
2. Due date indicated in the item is the date due back at the lending library;
3. If an interlibrary loan received has a due date of less than a week, the date shown on the interlibrary loan label will include extra time given so that the patron may use the item for at least one week. Staff should not change the due dates on interlibrary loan items without first contacting interlibrary loan staff.

Photocopies:

1. Patrons will not be charged for photocopies.

Renewals of MCPL Interlibrary Loan Materials at Other Libraries:

Interlibrary loan staff may renew MCPL materials once for a two-week period if the item is not on hold for an MCPL patron.

Renewal of Items from Other Libraries for a MCPL Patron:

1. If item is stamped "no renewal," no renewal will be given;
2. Items may be renewed once for a two-week period after interlibrary loan staff has received permission from the lending library;
3. Requests for renewals should be referred to interlibrary loan staff;
4. If a renewal is requested on an evening or weekend, staff may give the patron one two-week renewal for the item. Staff must inform the patron that the item is subject to recall if the lending library denies the renewal request or gives a shorter renewal period than given to patron. In such cases, the patron will be notified promptly by library staff of the recall. Staff must provide the following information to interlibrary loan staff on the next open day so that they may process the renewal request promptly: patron name, title of item, interlibrary loan request number, and new due date given for the item;
5. Upon request for renewal, the interlibrary loan staff will submit an online renewal request to the lending library;
6. If a renewal is given, staff will change due date in patron's borrower record and record/initial the renewal on the interlibrary loan label

Fines for Late/Lost/Damaged Interlibrary Loans – MCPL Customers:

Failure to return interlibrary loan items on time will result in:

1. Late fines of \$1.00 per item, per day, up to a maximum of \$50.00 per item;
2. Charge of \$1.00 per item returned without barcode and/or paperwork

Charges For Lost/Damaged Interlibrary Loans - MCPL Patrons:

1. Charges to the patron for lost/damaged interlibrary loan items will be as billed to MCPL by the lending library.
2. Charges are determined by the lending library; payments by a patron for lost/damaged items before a bill is received by MCPL from the lending library are to be discouraged. The minimum charge for lost/damaged interlibrary loan items paid for before a bill arrives is \$50.
3. If the bill arrives after payment has been made and is lower than the \$50, no refund will be issued to the patron. If the bill arrives after payment has been made and is higher than the \$50 already paid, the patron will be charged the remaining portion of the bill.
4. Charges will not be refunded for interlibrary loans that have been lost and paid for and then found.

Fees for Census and Genealogy Requests:

Library staff will carry out census and genealogy requests for patrons at no cost but will not carry out requests for libraries or other organizations that charge a fee for these services.

Multiple Requests from a Patron:

Patrons may request up to five interlibrary loan items per person, per month, for a total of 60 items per year. Interlibrary loan staff may suspend interlibrary loan privileges for interlibrary loan abuse. Examples include failure to pick up multiple interlibrary loan items, multiple lost interlibrary loan items, or requesting over five interlibrary loan items per month on a regular basis.