

INTERLIBRARY LOAN POLICY NORTHWEST REGIONAL LIBRARY

Interlibrary Loan (ILL) services allow patrons to obtain materials from participating libraries throughout the United States. It allows participating libraries to obtain materials from Northwest Regional Library.

I. Principles

Interlibrary Loan is a primary service that supports the mission of the Library by providing enhanced access to library materials and information. The purpose of Interlibrary Loan is to obtain materials not available at Northwest Regional Library and to provide material from our collection to other libraries.

The Library affirms that Interlibrary Loan is an adjunct tool, not a substitute, for the Library's collection. In meeting patron needs, the Library will exhaust local resources first. Items will be purchased if possible before using ILL.

The Library will keep this Interlibrary Loan policy up to date and make it available to users and other libraries on request.

II. Definition

Interlibrary Loan is a transaction in which Northwest Regional Library borrows materials directly from another library on behalf of a patron, or another library borrows materials from Northwest Regional Library on behalf of its patrons.

III. Interlibrary Borrowing

A. What can be borrowed?

1. Northwest Regional Library patrons may request materials to be Interlibrary Loaned. If possible the material will be purchased before using ILL. The Northwest Regional Library patron is responsible for the actual cost of returning the material.
2. Other libraries may request materials to be Interlibrary Loaned from Northwest Regional Library. Each library is responsible for the actual cost of returning the material.

B. Restrictions on loaned material from Northwest Regional Library

1. Fiction must be at least one (1) year old.
2. No Audio Visual material will be loaned.
3. Requests for non-fiction will be filled after considering age, condition and popularity of titles. Local history will not be loaned.
4. Requests may be made for photocopies of specific pages with the requesting library paying the copying costs.

C. Loan Period

1. The loan period for Interlibrary Loan will be the same as the library, which is three (3) weeks.

D. Overdue and lost material

1. Upon notice that an item cannot be returned, Northwest Regional Library staff will contact the borrowing library as to the charges for that material.

E. Renewals

1. Interlibrary Loaned material may be renewed for another three (3) weeks **Unless** there is a request for the material at NWRL.

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