

# MIDLOTHIAN PUBLIC LIBRARY INTERLIBRARY LOAN POLICY

## I. PURPOSE

The Midlothian Public Library makes every effort to maintain a collection that satisfies the needs of its patrons. When patrons request material not available in the library's collection, the library provides interlibrary loan service in order to accommodate these requests.

The library's goal is to obtain requested materials as quickly as possible, while observing established standards of interlibrary borrowing. These standards include the ILLINET Interlibrary Loan Code and the National Interlibrary Loan Code.

## II. INTERLIBRARY BORROWING

Patrons may place requests online via the SWAN catalog or through their home library.

No fees are assessed by the library for obtaining ILL materials with the exception of materials for which the library incurs a charge. (Patrons are informed of these charges at the time that the request is placed and must pay when the material is received by the library.)

If materials borrowed for Midlothian patrons are lost or damaged, the patron will be billed for the replacement cost of the material plus a processing fee.

As a borrowing library we are responsible for compliance with the copyright code (Title 17, U.S. Code).

## III. INTERLIBRARY LENDING

Midlothian Public Library will lend materials to libraries within the state of Illinois (ILLINET libraries specifically) and to LVIS (Libraries Very Interested in Sharing) members free of charge. Materials loaned to libraries out of the state (that are non-LVIS members) will incur a fee. Fees must be agreed upon by the two parties involved prior to shipping. As a lending library we reserve the right to decide whether a particular item should or should not be provided, and whether the original or a copy should be sent.

Libraries whose patrons lose or damage Midlothian Public Library materials sent on Interlibrary Loan will be billed for the replacement cost of the materials plus a processing fee.

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