interlibrary loan Policy

Requests for information and materials on general subjects should be filled from our collection whenever possible. If a patron needs or insists on a specific author, title, or roll of microfilm not in our collection, an Interlibrary Loan request may be taken.

Refer requests to the Reference/Information Desks whenever possible. Request forms are at the reference desk.

APL will not charge its patrons a fee for borrowing through ILL. If the lending library specifies that it requires costs for processing or mailing a particular requested material, patrons will be consulted about their willingness to pay before materials are borrowed.

Patron record should be checked prior to submitting an ILL request by staff member submitting the request. We will not fill a request for patrons who have outstanding fines of $4.00 or over or if their privileges have been revoked. We cannot fill a request for reciprocal borrowers. Patrons should request ILLs from their home library. Non-residents are eligible for ILLs if they purchase an APL library card.

Patrons are notified by telephone/electronic communication when the item is available; if a request cannot be filled, the patron will be notified.

When a patron picks up an ILL they will be informed of the fines associated with late returns, as follows: ILLs returned late will be fined $2.00 per day, and may accrue up to $10.00. If the book is not returned and is considered lost, all processing fees and the replacement cost of the item (as determined by the loaning library) will be the patron’s responsibility to pay, in addition to overdue fees assessed by APL.

If a patron requests an ILL and does not pick up the item within 7 days of being notified that the item is available, the item will be returned to the loaning library.

ILL cannot fulfill requests for books classified as reference use only, books published within the last 6 months, issues of magazines or newspapers, or rare/valuable books.

Each loan period is determined by the loaning library – APL is unable to process requests for renewals on ILL materials. If necessary, the patron may re-request a loan of materials after it has been returned.

Patrons may only have five ILL materials at one time.

**ITEMS LOANED THROUGH THE STATEWIDE REMOTE CIRCULATION SYSTEM (SRCS)**

APL participates as a loaning institution through SRCS, but may choose to decline any request for an item at any time.

If APL items are damaged or lost by a borrowing library, they will not be noted as successfully received in SRCS. APL staff will contact the borrowing library within ten days about the condition of the damaged/lost item, and invoice the borrowing library for the replacement cost of the item, as well as the standard $3 processing fee.

Once payment is received, the invoice and payment will be turned in to the Business Manager for deposit. The collection manager for the item will decide whether or not to reorder a new copy and will inform the ordering clerk of the order. If the item will not be reordered, the Head of Patron Services will mark the item as discarded from the catalog.

If an APL item is received with damage but not enough to warrant a replacement, a notation will be made on the book pocket of the item.

**Items Loaned Through Indiana Share**

APL participates as a loaning institution through Indiana Share, but may choose to decline any request for an item at any time.

APL does not lend items to other libraries via Indiana Share.

Items requested are to be first requested via SRCS prior to being requested via Indiana Share.

APL has a limited number of free requests per year it can make via Indiana Share.

APL will pay up to $5 in postage for materials requested from out of state libraries in order to get the item for patrons.