

Interlibrary Loan Policy

Interlibrary loan is the process by which a library requests material from, or supplies material to, another library. Through interlibrary loan, patrons can access materials from other libraries in Illinois and from other national and international OCLC-participating libraries. The requested material will be sent to Prairie Trails Public Library, where the patron may check the item out or use it in the library.

The library affirms that interlibrary loan is an adjunct to, not a substitute for, the library's collection. The library will exhaust local resources first, including its own collection and those of libraries in the Metropolitan Library System, before requesting items from libraries out of the system. The Prairie Trails Public Library endorses the Illinois State Library's ILLINET Interlibrary loan code.

Interlibrary Borrowing

Users

This service is offered to all patrons holding a valid Prairie Trails Public Library card. Patrons' accounts must be in good standing to participate in interlibrary loan.

How to submit a request

Patrons can request materials by contacting either the Adult Services or the Youth Services departments of the library in person or by phone. Patrons must provide as much information as possible about the requested item, along with the patron's name, phone number and library card number. Patrons may also place a hold themselves through the library's online catalog or WorldCat, of both which can be accessed through the library's website.

What can be borrowed

The library will request materials in all formats (e.g., books, audiovisual materials, periodicals, government documents, microfilm, photocopies, etc.). Please note that some materials may be restricted to in-library use by the loaning library.

Fees

There is no fee for borrowing materials from other Illinois libraries (unless the requested item is a photocopy, in which case the fee depends on the supplying library). There is a \$5.00 charge to borrow materials from libraries in other states. This fee is owed once the item is obtained and is payable upon check out. If out-of-state materials are not picked up by the patron, a \$5.00 fine will be charged to the patron's record.

Turnaround time

Service will be provided as quickly as possible. Turnaround time varies depending upon the lending library and the status of materials requested (*e.g.* on-order, checked out, etc.). Available materials requested within Illinois generally take two to three weeks to arrive and out of state materials three to six weeks. The patron will be notified by phone if the library is not able to obtain the requested material.

Notification

When requested materials arrive, library staff will call the patron or an email will be generated, depending on the preference stated on the patron's record. After the patron has been contacted, they will have 5 days to pick up the material. If the material is not picked up within the 5 days it will be returned to the lending library and the patron will be fined \$5.00. Requested materials are shelved according the patron's last name near the entrance of the library.

Patron responsibility

The patron is responsible for picking up requested materials. Library materials must be checked out with the same library card from which requested. Requested materials may not be transferred to another patron's card. It is also the responsibility of the patron to return the item in a timely fashion. If the patron returns an item late, the patron is responsible for late fees. If requested items are lost or returned damaged, the patron is responsible for the cost of the item and any processing fees charged by the lending library. When materials are lost or are returned late, the borrowing privileges of both the patron and Prairie Trails Public Library are jeopardized. Patrons who consistently abuse interlibrary loan borrowing privileges will find their interlibrary loan borrowing privileges suspended.

Loan period and renewals

Lending libraries determine the length of loan periods, as well as renewal policies. Prairie Trails Public Library will strictly observe any conditions for use of the loaned materials that are imposed by the lending library (*e.g.* short loan period, in library use only, no renewals). To renew materials that were obtained outside of the Metropolitan Library system, contact the Adult Services staff at least three weekdays prior to the due date. Staff will try to contact the lending library and attempt to renew the item. Library staff will notify the patron whether the material may be renewed.

Interlibrary Lending

Users

The Prairie Trails Public Library will loan materials to all libraries. If you are a patron of a SWAN library, you may request items from our collection through the SWAN catalog. All other individuals wishing to borrow materials from our collection must initiate their request through a library.

How to submit a request

Illinois libraries may submit requests by mail (ALA form or equivalent required), fax, OCLC, phone (confirming fax required), or through the MLS SWAN system. Libraries outside of Illinois may submit requests by fax (ALS form) or OCLC.

What can be borrowed?

The library endeavors to make available the broadest range of materials for interlibrary loan, with the following exceptions: reference materials, newspapers, and current issues of periodicals. The library also reserves the right to refuse to lend materials or to ask a borrowing library to restrict use of materials lent.

Loan Period

The loan period for Prairie Trails Public Library materials is determined by the current circulation procedures. If loaned materials are not on reserve for another patron, the item may be renewed. There is a limit of two renewals.

Fees

The Prairie Trails Public Library does not charge for lending materials to ILLINET/LVIS libraries. There is a charge of \$5.00 for materials shipped non-ILLINET/LVIS libraries. Fees to libraries located outside of the US will be determined on a case-by-case basis.

Lost or damaged interlibrary loan materials

The Prairie Trails Public Library will assess a fee on lost or damaged materials equal to the replacement cost of the material, in addition to a \$5.00 processing fee. The borrowing library is responsible for payment of this fee.

Photocopies

Requests from ILLINET/ LVIS libraries will not be charged a fee for the first 30 pages. Fees for any non-ILLINET/LVIS library will be determined on a case-by-case basis.

Contact Information

Prairie Trails Public Library

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Burbank, IL 60459

Phone: 708-430-3688

Fax: 708-430-5596

Email: adultref@prairietrailslibrary.org

OCLC symbol: FJO