

INF-2**INTERLIBRARY LOAN POLICY****Policy Statement**

The Manhattan Public Library (MPL) provides interlibrary loan service (ILL) to enhance and extend resources available to its users. Because the library cannot purchase or subscribe to every useful resource, ILL is an essential service to meet the information needs of the community.

Definition

ILL is a cooperative service agreement between libraries to lend or borrow materials in order to fill borrower requests.

Regulations**Borrowing Materials from other Libraries**

1. ILL is available to all MPL cardholders with accounts in good standing (less than \$10.00 in outstanding fees), except non-residents.
2. ILL will attempt to fill requests for all types of materials at its discretion, with the exception of the following: items in the MPL collection (unless the item is lost or more than 25 days overdue), very new or unpublished items, very popular items, excessively expensive or rare items, and textbooks.
3. Generally there are no fees or charges for borrowing materials through ILL. If materials are not available within the MPL ILL system, requests may be extended to out of state libraries. In this instance, patrons are asked if they are willing to pay postage and handling or photocopy fees if required, and are asked to specify a maximum amount they are willing to pay.
4. A borrower may not have more than ten active requests at any one time, including items checked out, requested and in transit. A request is considered active from the time it is placed until the item is returned to the lending library.
5. Patrons who return ILL materials without the identifying band will be charged \$5.00 for vinyl bands, which will be waived when the band is returned.
6. Patrons are charged for lost ILL items for the amount assessed by the lending library.
7. Patrons are responsible for damage done to ILL material while in their possession. Fines for damage or replacement costs are assessed by the lending

library. MPL communicates charges to the borrower, takes payment of the fine and pays the lending library for the damages. The ILL librarian notifies patrons of damage fines and fees by mail.

8. Records of ILL transactions are only maintained for the length of time necessary to retrieve and return an item that is on loan.

Lending Materials to Other Libraries

1. MPL does not lend microfilm, non-circulating reference materials, story kits, discovery packs, tablets, or any item that is irreplaceable through ILL. Popular, high-demand items needed to fill demand of Manhattan's patrons are not loaned.
2. The loan period for ILL items is four weeks from the date that item is checked out to the borrowing library. The loan period for DVDs, Blu-Ray, and video games is three weeks. Out-of-state loans are six weeks for books and four weeks for DVDs, Blu-Rays, and video games. Items may be renewed for the original loan period, unless there is a hold on that item.
3. MPL does not charge fees for items sent to other libraries on ILL, including overdue fees, unless photocopies of more than two pages are requested.
4. Borrowing libraries are charged for the list costs of items that are returned damaged and beyond use. In addition, a \$5.00 processing fee is charged. There is no charge for minor damage that can be repaired or minor wear and tear. Borrowing libraries will be billed for items that are lost and not returned. Libraries with outstanding fees for lost or damaged items may be denied ILL privileges.

Procedures

Borrowing Procedures

1. MPL participates in KIC-NET, the Kansas Interlibrary Loan Circuit, through web-based interlibrary loan software.
2. Patrons may request that an item be obtained through ILL by phone, email or in person through any of the service desks (Interlibrary Loan, Circulation, Adult Services, or Youth Services). Patrons may also place their own ILL requests online using the Interlibrary Loan setting in the Manhattan Public Library's catalog. The subsequent steps for completing the loan are found in the Interlibrary Loan section of the website.
3. All requests are forwarded to ILL staff for approval and then sent to prospective lenders if they meet the criteria listed in the 'Borrowing' section of the ILL policy.

4. Patrons will be notified when the requested item is available to be picked up. The notification method is designated by the patron's library card account settings. Notification may be made by email, text, or postal mail.
5. A vinyl or paper strap attached to each item informs patrons of the date an ILL item is due as well as contact information for the ILL department and renewal information.
6. Patrons are notified of overdue ILL items by email, postal mail, or text.
7. If a patron wishes to request multiple copies of a title for a book discussion group, the patron will be directed to the list of prepared book kits provided on the Interlibrary Loan section of the library's website. They will be asked to choose a title from the list, and then asked to fill out a book kit request form. Staff will fill out the form if the request comes via phone or email. The form will be forwarded to ILL staff. ILL staff will verify the request information with the patron, then send out the request for a prepared book kit to prospective lenders.

Procedures for lending

For detailed procedures and practices see the Interlibrary Loan Manual.

1. ILL staff is responsible for filling requests from other libraries to MPL. Other assigned Collection Services staff will act as backup when needed.

Practices

1. Libraries may elect to use the state sponsored "Materials Replacement Fund" to repay replacement costs for lost or damaged items.
2. Library staff will inform patrons of ILL services when MPL does not own a desired item.