



## Interlibrary Loan Policy

Policy Number: : O19-62

Policy Approval Date: December 10, 2019

Policy Review Date: December 2022

### **PURPOSE**

Provide materials for customers, from other libraries, if the materials are not owned, are non-circulating or are missing from the Huntsville Public Library collections.

### **DEFINITIONS**

Interlibrary Loan: is a transaction in which the Huntsville Public Library borrows material directly from another library on behalf of a user, or another library borrows materials from the Huntsville Public Library on behalf of their user.

Library: Huntsville Public Library

### **POLICY**

All types of library materials may be requested on Interlibrary Loan, subject to the availability and the interlibrary loan policies of the lending libraries. However, Huntsville Public Library will not request or loan the following:

1. Rare, fragile and/or valuable books, and manuscripts.
2. Material in current and/or recurring demands such as bestsellers; current demand is defined as items published and/or acquired in current year)
3. Course and project material
4. Current editions of standard reference materials
5. Materials in format or size not suitable for loan such as kits, loose-leaf materials and pop-up books.
6. Equipment
7. Materials limited by licensing agreements
8. Entire issues of periodicals; sections may be photocopied if in compliance with Copyright Law of Canada

Requestors must:

1. Have a valid Huntsville Public Library card to make an interlibrary loan request.
2. Submit an online account setup request
3. Use this online account to complete all interlibrary loan requests; paper requests are not submitted in order to achieve efficiency and sustainability goals. Library staff will assist users with the process.

Loan periods and renewals are at the discretion of the lending library.

There are no renewals on Interlibrary Loans.

There are a maximum of 5 requests per month per user.

If a user does not pick up an interlibrary loan request the Huntsville Public Library may apply a fee (see HPL Borrowing Policy and Fee Schedule).

The Huntsville Public Library will complete requests for materials on behalf of its user through INFO (Information Network for Ontario) and will:

1. Adhere to the provincial interlibrary loan policies and participation standards
2. Make its database of holdings available to the provincial interlibrary loan network
3. Promote awareness of the interlibrary loan service
4. Request materials not owned by the Library or missing from the Library's collection, or for the purpose of a book club.
5. Request any type of library materials needed for the purpose of study, instruction, information, recreation, or research
6. Not request items owned by the Library and temporarily in use or on reserve
7. Strictly observe any conditions for use of loaned materials that are imposed by a lending library
8. Not charge users a fee for borrowing via interlibrary loan, with the exception of academic institutions.
9. Respond to requests within 2 days
10. Charge for overdue, damaged or lost materials based on the Huntsville Public Library Borrowing Policy.

Huntsville Public Library cannot guarantee all requests submitted to lending libraries will be fulfilled.

## **FEES**

- Academic Libraries: when a fee is quoted, Library staff will connect with the requester to see if they are willing to pay the fee from the lending institution.
- No pick up fee: \$5.00 will be applied to the account of the user who does not pick up the requested ILLO.
- Lost ILLO charges: the lending library will set replacement costs. HPL will invoice the user for the costs.

## **RELATED DOCUMENTS**

INFO (Information Network of Ontario) Participation Policies and Schedules

Huntsville Public Library Circulation & Fines Rules Policy

Huntsville Public Library Interlibrary Loan Circulation Procedures

Huntsville Public Library Fee Schedule

Public Libraries Act, R.S.O. 1990, c. P.44

## **HISTORY**

First adopted Motion 14-57 | August 28, 2014.