

Hinsdale Public Library

Interlibrary Loan Policy

Purpose

The Hinsdale Public Library (HPL) makes every effort to maintain a collection that satisfies the needs of its patrons. When patrons request material not available in HPL's collection, the HPL offers interlibrary loan service to accommodate these requests. Typically, this includes requesting materials or copies of articles from other libraries. Materials requested through interlibrary loan may also be considered for purchase by HPL. HPL recognizes an obligation to make its collection available to the patrons of other lending libraries in a fully reciprocal manner.

Terms

Interlibrary Loan (ILL): A transaction through which a library provides material or a copy of the material to another library at the request of a specific user. One method of fulfilling an Interlibrary Loan requests is through SWAN.

OCLC: (formerly known as the Online Computer Library Center) An American nonprofit cooperative organization "dedicated to the public purposes of furthering access to the world's information and reducing information costs." HPL loans materials to other libraries that are requested through OCLC and uses this network to borrow materials not owned by SWAN libraries for Hinsdale residents.

SWAN (System Wide Automated Network): HPL is a member of the SWAN consortium, a shared online public access catalog with more than eight million available items.

Policy

HPL provides interlibrary loan service for all valid Hinsdale Public Library cardholders.

If a requested item is not available through SWAN, Library staff will request materials from other institutions that participate in resource sharing. In order to best serve all HPL cardholders, patrons may have no more than ten (10) interlibrary loan and/or article requests in process at any given time. (This is exclusive of any items requested through the SWAN Online Catalog.)

HPL accepts requests for materials only from other libraries, not from individual patrons of those other libraries.

Borrowing Terms

HPL makes every effort to borrow items at no or nominal cost. If a lending library charges a fee that exceeds customary expenses for interlibrary loan transactions, the requesting patron may be asked to pay the costs of the loan. The patron will be notified of the cost before the item is formally requested and given the opportunity to withdraw

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their request. HPL aims to fulfill article requests electronically. Photocopies may carry a per-page charge.

Loan periods are set by the lending library. HPL will request that items be renewed if the borrower asks for an extended loan period. Patrons who do not return ILL materials by their due date may have their HPL borrowing privileges suspended in accordance with HPL's Circulation Policy.

Some materials may require a specific type of device to open, play, or read (eg, vinyl records, microfiche, etc.) HPL cannot guarantee access to required devices. Patrons should confirm device access (from HPL or another source) before requesting such materials.

Patrons requesting items identified as "in library use only" should not remove the requested material from HPL.

Patrons will be responsible for all fees assessed by the lending library, including late fees and fees for loss or damage to materials.

Other libraries are responsible for loss or damage to HPL materials lent to their patrons via ILL.

Interlibrary Lending

HPL staff will respond to requests in a timely manner. Staff may deny requests from other libraries for materials that are in high demand in our community, are in delicate condition, or are considered too rare or valuable to loan.

Standards

HPL observes established standards for ILL borrowing and lending. These standards (appended) include:

- [National Interlibrary Loan Code for the United States](#)
- [ILLINET Interlibrary Loan Code](#)

Hinsdale Public Library Board of Trustees

Approved and Adopted by Library Board on February 26, 2008

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