TITLE: Interlibrary Loan Policy

Lake Villa District Library (LVDL) is a member of Cooperative Computer Services (CCS), a consortium of libraries sharing an online public access catalog. As a member of CCS, LVDL adheres to the policies established by the consortium and also follows the protocols for member libraries established by the Reaching Across Illinois Library System (RAILS). These policies are based on the Illinet Interlibrary Loan Code and the American Library Association Interlibrary Loan Code. LVDL also adheres to the resource sharing policies established by the Online Computer Library Catalog (OCLC) WorldCat.

LVDL provides registered patrons with interlibrary loan (ILL) services. This service allows for resource sharing from other libraries and is an effective way to broaden LVDL's holdings and meet the needs and interests of the community.

Borrowing Guidelines - Patrons:

- Requests for materials are first searched within the CCS consortium. When materials are not available within CCS, an ILL request can be made through WorldCat by library staff or directly by patrons.
- Allowable hold limits:
    - LVDL patrons-100 active hold requests (25 from non-CCS sources).
    - Reciprocal borrowers-20 active CCS hold requests and 0 non-CCS hold requests.
- LVDL may request materials that are only within the Continental U.S.
- LDVL is unable to request or lend audio visual materials outside of Illinois.
- LVDL is unable to request the most recent edition of textbooks.
- Patrons are responsible for any fees associated with damaged or lost materials, which are set by the owning library.
- LVDL is unable to process refunds or accept replacement materials for damaged or lost items.
- Non-CCS renewals follow the lending library guidelines and may be eligible for renewal.
- Accounts with ILL materials obtained via WorldCat may be blocked when items are 14 days overdue.
- Requests for journal articles:
    - LVDL follows the National Commission on New Technological Uses (CONTU) guidelines for copyrighted works when obtaining journal articles.
    - The copy becomes the property of the patron and should be used solely for private study, scholarship or research.
- LVDL Library Card Policy guidelines apply when borrowing materials via ILL

Lending Guidelines - Libraries:

- Lending requests from other libraries will be accepted through the CCS database, WorldCat, email, and phone.
- LVDL lends materials to libraries throughout the Continental U.S at no charge to the borrowing library.
- Materials designated as NEW or “on order” are not available for ILL.
- LVDL is unable to lend audio visual materials outside of Illinois.
- Borrowing libraries will be billed for damaged or lost ILL materials.
- LVDL is unable to provide refunds for damaged or lost ILL materials.
- LVDL reserves the right to suspend borrowing privileges to libraries with outstanding materials that are six months overdue.
- LVDL reserves the right to deny ILL requests for materials.
- LVDL Library Card Policy guidelines apply when lending materials via ILL.

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