

Western Plains Library System Interlibrary Loan Policy

Western Plains Library System (WPLS) strives to provide its customers with a wide selection of books and periodicals. Sometimes customers will request materials not owned by WPLS and/or that do not meet our selection criteria or are unavailable for purchase. In such circumstances WPLS is glad to offer Interlibrary Loan Service (ILL). Libraries across the country and world participate in a sharing network provided by OCLC. This policy will provide guidelines on what materials WPLS will loan to other libraries and establish rules and limitations on who may request what from WPLS through ILL.

Materials that WPLS will Loan through ILL

WPLS will loan regular and large print books from both adult and juvenile, fiction and non-fiction collections. WPLS will also provide copies of periodicals within the boundaries of copyright law and guidelines established by the American Library Association.

Materials that WPLS will not loan include media such as DVD and audio books, e-books, reference material, and special collections.

Requesting Through ILL

Who May use ILL Service

All regular card holders in good standing may use interlibrary loan service. Temporary and institution based card types are not eligible for interlibrary loan services.

Guidelines for Eligible Materials

Types of Materials that May be Requested: Physical books from both adult and juvenile, fiction and non-fiction collections; copies from periodicals.

Types of Materials that May NOT be Requested: Media such as DVD and audio books, e-books.

Age of Materials: WPLS will not request any item that has been released for less than six months. Items falling under this criteria may be recommended for purchase through a patron recommendation form. (Please refer to collection development policy for criteria governing what materials WPLS will purchase.)

WPLS Owned Materials: We will not ILL items owned by WPLS unless all copies are lost or missing.

ILL Costs, Fines and Charges

Although WPLS does not charge customers for ILL services the lending libraries may occasionally charge a fee for lending an item. Our Interlibrary Loan librarian will make every effort to identify lending libraries that do not charge, but if a library that charges remains the only option the customer will be given the option of paying the charge to borrow the item.

In order to encourage a timely return of ILL materials and to maintain a good standing in the ILL community, WPLS does charge customers a daily late fee of \$1 per overdue ILL item with a maximum fee of \$10 per ILL item. Customers will have a four day grace period during which they may return overdue items without incurring the overdue fines.

If a customer fails to return an item or returns an item in a damaged condition the lending library may charge WPLS fines and/or replacement costs for the material. WPLS will pass all such costs onto the borrowing customer's account.

Check Out Limits and Renewal of ILL Materials

Customers may request up to five ILL books per week. Management may approve more for acute, research purposes.

Due dates are set by the lending libraries without any input from WPLS. Customers should promptly pick up ILL requests and pay close attention to the due date. If more time is needed with an item, customers must notify their librarian or the ILL librarian 4 days before the due date. WPLS does not guarantee that lending libraries will grant renewals. If the lending library grants a renewal WPLS will notify the customer. If the lending library denies a renewal the customer must return the book by the due date in order to avoid incurring late charges and fees.