

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. In situations when a customer requests a book not currently held by the System, 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 as to which materials WPLS will loan to other libraries and will also establish rules and limitations on who may request what items from WPLS through the ILL process.

Loaning Through ILL

WPLS will loan regular and large print books from both the 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, but are not limited to, media such as DVDs, Audiobooks, eBooks, Reference Material, and Special Collections.

Requesting/Borrowing Through ILL

Who May use ILL Service

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

Guidelines for Eligible Materials

Fiction and Non-Fiction physical books for adults, juveniles, and children are all available for ILL, as are copies from periodicals.

Restrictions on requested ILLs are as follows:

- Media such as DVD and audio books, e-books are not available for the interlibrary loan service.
- WPLS will not request any item that has been released for less than six months. Items falling in this window may be recommended for purchase through a patron recommendation form. (Please refer to collection development policy for criteria governing what materials WPLS will purchase.)
- Any items owned by WPLS will not be requested unless all copies are lost, missing, or otherwise deemed perpetually unavailable.

Approved by WPLS Board Jan 10th, 2014. Revised by WPLS Board July 14th, 2017.

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. Though every effort to identify lending libraries who refrain from charging to borrow a book will be exhausted, sometimes a library that charges a fee is the only acquisition option; therefore, the customer will be given the option of paying the fee to obtain the book; WPLS is not responsible for the payment of such fees.

WPLS will charge late fees. Please consult the fine schedule for details.

Grace Period: Customers will have a four (4) day grace period during which they may return overdue items without incurring the overdue fines. If an item is returned on the fifth day, the customer shall incur an overdue fine for five days.

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 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 dates.

If more time is needed with an item, customers must notify their library manager no fewer than four (4) days before the due date so that a renewal request may be submitted on the customer's behalf.

WPLS does not guarantee that lending libraries will grant an extension; however, in the event that one is approved, WPLS will notify the customer. If the lending library denies a renewal request, the customer must return the book by the due date in order to avoid incurring late charges and fees