

Approved by WPLS Board Jan 10, 2014, revised 2017, 2020 and March 3, 2023.

## **Interlibrary Loan Policy**

Western Plains Library System (WPLS) strives to provide its customers with a wide selection of informational materials. In situations when a customer requests a material not currently held by the System, WPLS offers Interlibrary Loan Service (ILL).

WPLS will attempt to obtain for its customers any material type requested; owning libraries control what material formats they lend.

### **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.

### **ILL Costs and Charges**

Although WPLS does not charge for ILL services, the lending libraries may charge a fee to lend an item. In such cases, the customer will be given the option of paying the fee to obtain the material; WPLS is not responsible for the payment of such fees.

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

### **Renewal of ILL Materials**

Due dates are set by the lending libraries. If more time is needed, customers may ask for a renewal. WPLS does not guarantee that lending libraries will grant a renewal; 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. Any fees assessed by the lending library will be passed along to the customer.

### **WPLS as a Lender**

WPLS will loan all materials from its cataloged collections. WPLS will not loan materials in special collections or any electronic materials excluded from loans by contract.

WPLS will also provide copies of owned periodicals within the boundaries of copyright law and guidelines established by the American Library Association.