

Interlibrary Loan Policy
Kendall Young Library
Adopted: December 14, 1999
Revised: January 15, 2018

Kendall Young Library participates in the Enrich Iowa program as implemented by the State Library of Iowa. Kendall Young Library abides by the terms of the ALA Interlibrary Loan Code 2016 and by any policies on interlibrary loan issued by State Library of Iowa.

I. Requesting Materials from Other Libraries

In accordance with Kendall Young's wishes as expressed in his will (Provision 10), "Its' (Kendall Young Library's) purpose is to provide such reading matter and other materials as shall be helpful and instructive to the mass of the people of the city." Realizing the library budget is not large enough to purchase every item requested by patrons, Kendall Young Library will initiate Interlibrary Loan (ILL) requests on behalf of those patrons.

A. Eligibility

1. Registered Kendall Young Library patrons residing in Webster City or rural Hamilton County, with a current card in good standing (no stops or restriction), are eligible for ILL service.
2. Open Access patrons are eligible only if they are Hamilton County residents, or work in Webster City and are residents of counties adjoining Hamilton County (Hardin, Story, Webster or Wright).
3. Visitors or temporary patrons are not eligible for ILL service.
4. Kendall Young Library reserves the right to suspend loans to any patron who abuses ILL privileges.

B. What Can Be Borrowed

The lending libraries' discretion and policies determine what materials and media are lent. Types of materials that are usually obtained through interlibrary loan include:

1. Books, audiobooks, DVDs and Music CDs
2. Photocopies of newspaper, magazine or journal articles in accordance with copyright law
3. Microfilm (if a lending institution is available)

C. What Cannot Be Borrowed

Materials not available through interlibrary loan include, but are not limited to:

1. Items owned by Kendall Young Library
2. New titles published in the last year
3. Magazine or journal volumes
4. Electronic resources such as eBooks
5. Hardware, software or equipment

D. Charges and Fines

1. Kendall Young Library will charge patrons \$3.00 for each ILL item requested from another library to offset postage costs. This charge must be paid by the patron prior to checking out the item.
2. The patron will not be charged the \$3.00 fee when no charge has been made by the lending library for photocopies and other non-returnable items.
3. Patrons will be assessed the \$3.00 postage charge even if the item is not picked up.
4. The lending library may assess fees for loaning an item. Kendall Young Library does not cover these fees, and must pass them on to the individual patron for whom a given item is borrowed. These fees may include rental fees, processing fees and photocopy fees.
5. There is a fine of \$.50 per item per day past the due date set by Kendall Young Library for ILL items. Patrons are also responsible for any fines the lending library assesses.
6. Patrons will be charged the replacement cost (determined by the lending library) for lost or damaged ILL materials.

E. Use of Borrowed Materials

1. The lending library sets loan periods and other restrictions. Kendall Young Library will allow three mailing days to establish the patron's due date.
2. The patron may ask for a renewal of interlibrary loan material. The lending library determines if a renewal is possible.
3. In certain cases, such as microfilm, in-house use only is specified. These materials can be used only in the library and cannot be checked out.
4. Patrons are notified by telephone when ILL materials arrive. Any material not picked up within 7 days will be returned to the lending library. The patron will still be responsible for the \$3.00 fee to offset postage costs.
5. Kendall Young Library will strictly enforce all limitations the lender requests.

F. Book Discussion Groups

1. Groups Sponsored by Kendall Young Library
 - a. No postage costs will be charged to patrons for ILL items borrowed for a library-sponsored book discussion.
2. Non-affiliated Book Discussion
 - a. Leaders of book discussion groups not affiliated with the library should contact the Reference Department to arrange Interlibrary Loan of books for discussion
 - b. Each participant will be charged the \$3.00 fee to offset postage costs.

II. Making Loans to Other Libraries

Interlibrary Loan requests are not accepted from private individuals. Requests must be directed through a local library using SILO or an ALA form.

A. Eligibility

1. Kendall Young Library accepts requests from all types of libraries.
2. Libraries must be in good standing with Kendall Young Library. Materials borrowed must be returned in a timely manner.
3. Kendall Young Library reserves the right to suspend loans to any library that abuses ILL privileges.

B. Types of Materials Loaned or Not Loaned

1. Loaned

All circulating materials, except titles with current year copyright, items on the “new materials” shelves or titles that are on reserve, are available for loan.

- a. Books, Audiobooks on CD and Music CDs – Circulate for four weeks from date sent.
- b. DVDS – Circulate for three weeks from date sent.
- c. Periodicals – Individual articles will be supplied in accordance with copyright law.

2. Not Loaned

- a. Reference materials
- b. Bound periodicals and complete issues of unbound periodicals
- c. All Microfilm and Microfiche
- d. Hardware, Software or Equipment
- e. Art prints
- f. Rare, valuable or irreplaceable materials
- g. Sheet Music

C. Loan Policies

1. Items may be renewed up to two times if the item has not been reserved by another patron.
2. Kendall Young Library expects borrowing libraries to pay replacement costs for any lost or damaged materials.

III. Exceptions

Exceptions to this policy may be granted by the Director of Kendall Young Library, upon application and demonstration of sufficient cause.

Interlibrary loan policy reviewed and revisions accepted by the Kendall Young Library Board of Trustees December 14, 1999. Revised 3/12/02, 10/14/03, July 11, 2006, September 11, 2007, May 13, 2008, June 9, 2009, June 19, 2012, April 8, 2014 and January 15, 2018.