

DATE: 4/9/91
REVISED 9/03, 7/16, 7/22

PUBLIC SERVICE

(3.7) Interlibrary Loan

PURPOSE

The purpose of the Interlibrary Loan Policy is to establish the criteria and process through which library patrons may obtain material not available at the Juneau Public Libraries or in the Alaska Library Catalog. An interlibrary loan (ILL) is the process by which the Juneau Public Libraries borrow materials from other libraries who are non-members of the Alaska Library Catalog Consortium. The term "material" includes all formats, i.e., books, photocopies, videos, CDs, DVDs, etc. Juneau Public Libraries provide interlibrary loan service in order to enhance and extend the resources that are not available in the Alaska Library Catalog.

INTERLIBRARY LOAN BORROWING

Items not owned by the Juneau Public Libraries or one of the Alaska Library Catalog members may be requested via Interlibrary Loan services. Any patron with a library card in good standing registered with a permanent Juneau address may request Interlibrary Loan items. Requests may be submitted in person, by telephone, on the library's website, or by email at ill@juneau.org

No ILL request should be taken from a Temporary Local, Statewide, or Crew patron or any other patron highly likely to be unreachable on arrival of material. An Alaska Library Catalog loan request may be taken for any patron.

Items that *cannot* be borrowed via Interlibrary Loan include:

- Items owned by one of the Alaska Library Catalog libraries
- Microfilm
- Video games
- Digital-only formats such as ebooks, e-audio, or streaming video
- Realia such as board games or other 'library of things' materials
- Items with lending charges or fees
- Items less than 1 year old – these should be submitted as Purchase Requests

Please note that some libraries do not loan audiovisual materials, some do not loan to Alaska, and others may charge for lending items. Patrons will be contacted for prior approval of any additional charges before the request is made.

If a patron repeatedly loses or returns interlibrary loan items late, the library may suspend their use of the service for up to a year.

PATRON RESPONSIBILITY

The Interlibrary Loan process can take 1-8 weeks to fulfill depending on the availability of the item and processing procedures. The lending library determines the loan period, and therefore any material may be subject to recall by that library. It is the patron's responsibility to return items promptly and in the

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same condition as received. A replacement charge and processing fee will be charged for all lost or damaged items in an amount determined by the lending library.

The availability of interlibrary loan may be subject to staffing availability. During closures interlibrary loan services are subject to change on a temporary basis.

COMPLIANCE WITH COPYRIGHT LAW

When using the Interlibrary Loan services, patrons accept responsibility for complying with United States Copyright Law.