THE HAYNER PUBLIC LIBRARY DISTRICT
INTERLIBRARY LOAN POLICY

Interlibrary loan is the process by which a library requests materials from or supplies materials to another library. It is used to obtain, upon patron request, materials not available in the patron's local library. The Hayner Public Library District's policy is to use interlibrary loan as a supplement to, not a substitute for, collection development.

The Hayner Public Library District endorses the Illinois State Library's ILLINET Interlibrary Loan Code and the rules of SHARE (Sharing Heartland's Available Resources Equally), the automated consortium of the Illinois Heartland Library System. The Hayner Public Library District reserves the right to reject requests not in compliance with these interlibrary loan codes.

AS A BORROWING LIBRARY

PATRON ELIGIBILITY

Library materials needed for any purpose, including but not limited to study, instruction, information, recreation, or research, may be requested from another library. SHARE cardholders may request SHARE items at or from any SHARE library. Requests for non-SHARE materials must be placed at the borrower's home library. The Hayner Public Library District borrows from and loans to non-SHARE libraries on a library-to-library basis only. Hayner Library patrons requesting non-SHARE materials must have a valid Hayner Library card before Hayner Library will request the item(s).

REQUEST FORMAT

The Hayner Public Library District accepts interlibrary loan requests from patrons via email, telephone, fax, mail, or in-person at the Reference or Circulation Desks. Requests for photocopied materials must be made in writing and include the patron's signature. Genealogy and census film requests will be handled through the Genealogy & Local History Library.

CHARGES/FEES

Patrons are responsible for any lending fees incurred in the interlibrary loan process except return postage and insurance, which The Hayner Public Library District will pay. The Hayner Public Library District will make every effort to borrow materials in-state at no cost to the borrower. The library will make every effort to request out-of-state items only from libraries that do not charge fees.

NUMBER OF REQUESTS

Each Hayner borrower may have no more than fifty active holds in the Polaris database at any given time. Hayner Library limits non-SHARE items to five requests per patron placed every twenty-four hours, with a total of ten active requests per patron at any given time.

PROCESSING REQUESTS

Requests will typically be processed by The Hayner Public Library District within twenty-four hours—or as time permits. The Hayner Public Library District cannot guarantee a particular response time from lending libraries. The Hayner Public Library District will maintain patron confidentiality for all materials requested and borrowed.

FORMATS BORROWED

Patrons may request all formats of the materials contained in SHARE. For non-SHARE requests, The Hayner Public Library District will not request materials in formats it will not loan to non-SHARE libraries. The Hayner Public Library District will not place out-of-system requests for materials that are available in SHARE but are currently checked out. Interlibrary loan may not be used to take the place of purchasing or renting textbooks or to provide continuous availability of items for course work.

PHOTOCOPY REQUESTS

Photocopy requests from non-SHARE libraries must be placed at the patron's home library. Photocopy requests must be in writing, one article per request, and include the patron's signature.

The Hayner Public Library District policy is bound by federal copyright law (Title 17, US Code) and its guidelines, which include:

- Materials published within the last five years; no more than five articles may be requested and reproduced from any single magazine title by a library in a calendar year.
- If the material requested is older than five years, there is no limit on the number of articles that may be requested per year per library.
- Only one article may be requested per issue per patron per year.
- The requesting library will keep all paperwork on file for five years for requested articles published within the last five years.
- Federal law prohibits photocopying more than fifty pages (or a substantial amount of an item shorter than fifty pages) from a book.

Photocopying requests that exceed these limits will not be filled. Copyright compliance will be determined for each photocopy request before it is sent, and a copyright compliance statement will be included on each photocopy request. Because a library's limit to acquire current photocopies from a particular magazine title may quickly be used up for the year, The Hayner Public Library District reserves the right to limit the number of articles a patron may order per title.

LOAN PERIOD/RESTRICTIONS

Loan periods for SHARE materials borrowed via interlibrary loan are set by the owning library, not The Hayner Public Library District. Interlibrary loan items will be checked out with the due date given by the owning library. Renewals are at the sole discretion of the owning library and cannot be guaranteed. The Hayner Public Library District item limits for various formats will apply to all SHARE materials checked out at our Circulation desks.

Loan periods for non-SHARE materials are set by the owning library, not The Hayner Public Library District. These items will be checked out with the due date given by the owning library. Renewals are at the sole discretion of the owning library and cannot be guaranteed. Requests to renew non-SHARE materials should be made several days prior to the current due date.

The Hayner Public Library District will honor the owning library's conditions of loan, including recall, fees, shipping, and any special handling provisions such as "In-Library Use Only" or "No Photocopying" for non-SHARE items.

Patrons must return non-SHARE to the library from which the items were checked out. SHARE items checked out at The Hayner Public Library District may be returned to any of its branches or any SHARE member library.

NOTIFICATION

Patrons may be notified by telephone, mail, text message, or email when requested materials are ready for pick-up. Hayner Library staff will maintain patron confidentiality during notification.

OVERDUES/BILLS

The Hayner Public Library District's normal fine schedules will apply to all overdue SHARE and non-SHARE materials checked out at our Circulation Desks by Hayner Library cardholders. Per SHARE rules, non-Hayner Library cardholders are subject to the fine rates and schedules established by their home libraries.

Hayner Library cardholders will be charged ten cents per item per day for overdue (SHARE and non-SHARE) materials.

As a requesting library, The Hayner Public Library District understands it is responsible for borrowed materials from the time they leave the supplying library until they have been returned and received by the supplying library. If damage or loss occurs, The Hayner Public Library District, as the requesting library, is responsible for compensation. Hayner Library will pay these costs and, in turn, bill the borrowing patron for reimbursement. Hayner Library will suspend a patron's borrowing privileges until damaged or overdue materials are paid for or returned. The Hayner Public Library District will accept a bill from another library for lost or damaged items for up to six months after the item's original due date.

AS A LENDING LIBRARY

REQUEST FORMAT

The Hayner Public Library District will accept requests from non-SHARE libraries through I-Share and OCLC, and in ALA format via mail, email, and fax. The Hayner Public Library District will accept interlibrary loan requests via telephone if followed by a confirmation fax or email. The Hayner Public Library District offers interlibrary loan on a library-to-library basis only. Assuming staff availability, The Hayner Public Library District will send, reply, or cancel all interlibrary loan requests within four working days of receipt.

FORMATS LOANED

The Hayner Public Library District will honor requests for most circulating materials but reserves the right to withhold some items from loan. Out-of-system items currently not loaned by The Hayner Public Library District include materials less than six months old, reference, genealogy, Illinois Room local history collection, microforms, and newspapers. The Hayner Public Library District reserves the right to refuse sending bulky or fragile materials, materials currently in high-demand, or unique materials that would be difficult to replace.

LOAN PERIOD

Hayner Library materials sent to other IHLS libraries will follow our loan periods. The loan period for our materials sent to non-SHARE libraries, both in-state and out-of-state, is four weeks, with one two-week renewal allowed.

SHIPPING

Hayner Library materials sent to IHLS libraries will be shipped through the System courier. Loans will be shipped by ILDS van within Illinois and by mail or UPS outside of Illinois. The Hayner Public Library District will not ship to libraries outside of the United States.

FEES

There are no costs for loans made to Illinois libraries or for loans made to libraries out of state.

PHOTOCOPIES

The Hayner Public Library District policy is bound by federal copyright law (Title 17, US Code) and its guidelines for photocopying. We will photocopy up to thirty pages at no charge. Photocopies under thirty pages may be faxed to the requesting library at no charge; longer articles will be delivered through the mail.

OVERDUES/BILLS

There are no overdue fees between libraries. Overdue notices will be processed through the library's normal overdue materials procedure. For lost items or items returned damaged or incomplete, the borrowing library will be billed for the replacement cost of

the item—the cost of which will be assessed to the patron for whom the materials were borrowed. The charge for a lost or damaged Hayner Library item is equal to the cost of replacing the item. Once a patron has paid for a lost or damaged item, the item becomes the patron's property. If a lost item is subsequently found, it remains the patron's property. The library does not issue refunds for lost-and-paid items.

The Hayner Public Library District will accept replacement items for lost/damaged Hayner-owned items if:

- The replacement copy is new and free of any defects.
- The replacement copy is the same author, title, and edition of the lost/damaged item it is replacing.

The library reserves the right to refuse unsuitable replacements for lost/damaged items.

The replacement of non-Hayner Library items is subject to the replacement policy of the owning library. The Hayner Public Library District does not repair items belonging to other libraries. The items must be sent to the owning library for repair; the owning library will determine a damage fee. Non-Hayner Library items returned with missing or damaged packaging or barcodes are subject to the replacement costs of these items by the owning library.