

Section	Collection Development - H	Policy No.	H.4
Subsection	4	Effective Date	August 2013
Version	Review	Review Date	December 2022
Name	Inter-Library Loan Policy		

H.4 Inter-library Loan Policy

Eligibility

The Interlibrary Loan service from South Central Regional Library is available to anyone with a valid South Central Regional Library card.

Borrowers who frequently return items overdue or fail to follow requirements (including not paying fines, photocopy charges, failure to pick up, or not paying replacement/damage costs) may incur the suspension of Interlibrary Loan (ILL) privileges. Failure to pick up ILL without notification will activate a small fee to be paid to cover the cost of borrowing the materials.

South Central Regional Library loans materials to other libraries, however, priority goes to South Central Regional Library card holders first. New, special and high demand items may not be eligible for Interlibrary Loan; decisions about these materials are left to the discretion of the Branch Administrator.

Branch Administrator has the authority to suspend or reinstate privileges.

Placing Requests

Borrowers have the following options to place ILL requests:

- Self-selection through province-wide resources at fILL or Spruce Libraries
- Selection through staff at any branch

Requests from South Central Regional Library card holders

The following materials are available to request through Interlibrary Loan:

- Books from other lending libraries in Manitoba and Canada.
- Articles from Magazines and Journals (in compliance with Copyright Law)
- Audio/Visual materials including DVDs, audiobooks, CDs, etc.

The following materials are NOT available to request through Interlibrary Loan:

- Books published within the last six months
- Magazines and Journals
- Items the South Central Regional Library owns in the local collection
- Rare, fragile, or local histories items

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Notification of Delivery

Borrowers will be notified by either email or phone that their item has been received.

Use of Materials

Borrowers can have a maximum of 6 active requests at one time.

Loan periods and renewal of materials borrowed through Interlibrary Loan will depend on the lending library's loan policies. If an extension of a loan is anticipated, borrowers should contact their local library 3 business days before the due date.

Items received from a loaning library are to be picked up by the borrower within 7 days of notification of the item's arrival.

Parents/guardians are responsible for monitoring their children's reading content and condition of materials.

Fines and Fees

Borrowers are responsible for fines accumulated from late pick up, late return, and damaged or lost items.

Fines for late returns and damaged or lost items will reflect the loan policies of the lending library and may vary from the fines set at the South Central Regional Library.

South Central Regional Library does not charge for Interlibrary Loans of materials to libraries that do not charge.

Libraries that charge for inter-library loans will be charged an equal amount. Any, charges levied by the lending library will have to be covered by the borrower.

Charges for ILL materials must be paid for when picking up the item.

Any library with outstanding charges may have its interlibrary loan privileges suspended.

Adapted From: Halifax Public Libraries Interlibrary Loan Policy