



ANCHORAGE PUBLIC LIBRARY

Interlibrary Loan Policy

Definition

Interlibrary loan is the process by which a library requests materials from, or supplies material to, another library when not owned by the requesting library.

Purpose

Interlibrary loan is used to obtain, upon request of a library user, material not available in the user's library.

Policy

An Anchorage Public Library (APL) card holder with full privileges may request materials through interlibrary loan. If the account is blocked because of fines or other reasons, these must be resolved prior to placing a request for or receiving materials through interlibrary loan. Non-resident APL card holders may use APL's interlibrary loan service but material(s) must be picked up at and returned to the Anchorage Public Library.

Municipal residents who hold a card with another Anchorage library system or with APL's library catalog partners (including UAA, its satellite campuses and ARLIS) must register at APL and verify their address before placing an interlibrary loan request through APL.

APL will request materials not found in the library catalog but are available through the WorldCat OCLC database. APL will request items directly from a library that does not use online databases if the item's availability has been verified and the loaning library will accept a fax, email or mail request.

Request restrictions and loan parameters include, but are not limited to, the following:

- Reference books or books published in the current year are not loaned. Special permission may be granted by some libraries.
- Entire issues of periodicals are not loaned. Photocopies of specific articles may be requested if in compliance with current copyright laws. Copyright laws restrict a library from copying entire issues of periodicals as well as the number of articles copied from a specific periodical. Requests for photocopies from periodicals found in APL's catalog will be cancelled. Patrons are encouraged to go directly to the owning library to obtain photocopies from periodicals held by other libraries within the Municipality.
- Genealogical material will be requested. However, APL does not lend such material. Requests can often be filled with photocopies if enough information is provided when requesting the item, e.g. source verification, page, title, etc. Full names are preferred and limited to three full names per request.

- Photocopies will be requested for patrons. However, APL does not photocopy more than 20 pages.
- Dissertation requests must include verification that the title exists and a location where it can be obtained.
- Media will be requested for patrons. However, APL does not lend media out-of-state.
- Mass paperbacks will be requested for patrons. However, APL does not lend mass paperbacks out-of-state.
- Current year publications and items new to the collection will not be lent by APL until demand within the Municipality has been met.
- APL accepts subject requests.
- APL accepts requests from libraries by fax, online, email or mail.

Patron item limits are defined in APL's *Circulation Policy* (<http://www.muni.org/Departments/library/Policies/circulationpol.pdf>).

Requests are generally handled first come, first served. If an item is needed before the normal two to six week process period, the patron may have to pay for special mailing processes.

Loan periods, replacement charges, use restrictions and renewals are set by the lending library. APL enforces the lending library's stipulations. Renewal requests must be made directly to APL's Interlibrary Loan department by email, phone or mail. Renewal requests must be submitted before the due date.

Patrons are responsible for any additional charges associated with a request (bill for replacement, damages, etc.). APL charges a fee for all filled requests to recoup postage costs. This charge is a calculated average of the current industry fee and is subject to change. Patrons are responsible for any charges APL assesses in association with a request. These charges will be paid upon receipt of items or applied to the patron's library account. Failure to pay charges can result in library card suspension.

Recommended for approval: Library Advisory Board
Approved By: Karen Keller, Library Director

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