



INTERLIBRARY LOANS

DEFINITION & PURPOSE

Interlibrary loan (ILL) is a network of participating libraries that allows library cardholders to request materials from participant libraries through OCLC Worldshare system.

The Anchorage Public Library recognizes that the sharing of material between libraries is an essential service to the vitality of all libraries.

POLICY

Anchorage Public Library provides the ILL service for its library cardholders with full borrowing privileges who are looking for materials that are not available through the library catalog.

Municipality residents who hold the APL card must provide/ update current contact information before placing an Interlibrary Loan request.

CONFIDENTIALITY

The confidentiality of library users will be maintained in ILL transactions.

INTERLIBRARY LOAN PARAMETERS

Anchorage Public Library will generally attempt to borrow any material the patron needs. Patrons are cautioned, however, that the other libraries may not lend certain types of materials:

- Reference materials- Photocopies or special permission may be granted.
- Photocopies of periodicals- It may be requested if in compliance with current copyright laws.
- Current copyright laws prevent the library from using electronic images from booksellers or photo-sharing Web sites. Likewise, any content found on WorldCat.org, or any content on the Web sites of the member libraries that have been discovered via WorldCat search results or records is the property of OCLC, its content suppliers, or its member libraries, and is protected by the United States and international copyright laws. Content on other public Web sites linked to WorldCat records, such as an author's home page, may also be protected by these laws.
- Genealogical materials will be requested. Request can often be filled with photocopies if enough information is provided.
- Media materials will be requested for patrons.

TURNAROUND TIME AND LOAN PERIOD

Time required to receive requests material can vary considerably, depending on availability of material, location of the lending library, and shipping method. Some materials may arrive in one business week, while others may take weeks. When making an ILL request, the patron should indicate any deadline for receipt of material and whether the material will not be needed after a given date. Requests will be processed in the order in which they are received.

The lending library determines the loan period, which can vary from 2 to 4 weeks. Patrons are urged to return materials on time to ensure that lending libraries will continue to share their resources with Anchorage Public Library.

Loan periods, replacement charges, use restrictions, and renewals are set by the lending library.

A renewal period, if any, is determined by the lending library. A patron who desires a renewal can request through his/her ILL account or by contacting the ILL office.

If the lending library charges more than ILL will cover, (APL pays up to \$10) the patron may be asked to pay the balance.

Patrons are responsible for any additional charges associated with a request, (bill for replacement, damages, etc.). 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.

PROCEDURE FOR PLACING A REQUEST

An Interlibrary Loan request may be submitted in person, by phone, or online.

When the requested material has arrived, the patron will receive a notification through the system or a phone call made by staff. Patron is expected to pick up the ILL item. Items that are not picked up within that loan period will be returned to the lending library. A patron who fails to pick up the material borrowed will still be expected to pay any additional fees incurred.

LENDING TO OTHER LIBRARIES

Anchorage Public Library will lend items to other libraries through the OCLC lending system except for the following types of materials:

- New materials that have been in the collection for less than six months.
- Reference materials - Photocopies may be made in compliance with current copyright.
- Genealogy -Photocopies may be made in compliance with the current copyright.
- Media materials (except the Alaskan libraries).
- Rare or valuable material.
- Materials that are in use or reserve.
- Damaged materials in need of repair.

APL accepts requests from libraries by fax, online, email, or mail.

APL charges a fee for all filled requests to recoup postage costs \$10 Interlibrary Loan Fee Management (IFM), except all Alaskan libraries, and some Resource Sharing Group libraries. Items will be lent for six weeks, with a renewal period of two weeks, unless another patron has requested it.

Recommended for approval: Judy Eledge, Library Director

Approved by: Library Advisory Board, November 17, 2021