

EASTERN SHORE PUBLIC LIBRARY (ESPL)

INTERLIBRARY LOAN POLICY

PURPOSE OF INTERLIBRARY LOAN

Interlibrary loan (ILL) is the process by which a library requests material it does not own from another library.

The Eastern Shore Public Library is a member of the OCLC WorldShare and the OCLC Group Access Capability (GAC) Group “Libraries Very Interested in Sharing” (LVIS). Participating libraries agree to commit to resource sharing with all other LVIS members. While this contractual commitment keeps ILL costs minimized, shipping and handling costs are incurred by patron requests for items above and beyond the ESPL owned items. This policy is to clarify the additional responsibilities undertaken when borrowing items not owned by the Eastern Shore Public Library system of libraries.

BORROWING

PATRON ELIGIBILITY

- Patron must have an ESPL library card and be at least 18 years of age to be eligible for interlibrary loan.
- The patron’s library account must be free of charges, or overdue items, and the patron cannot have past interlibrary loan problems.
- Patron is financially responsible for the care and condition of the borrowed materials.
- Patron must be respectful and take excellent care of the borrowed materials.

MATERIALS THAT CAN BE REQUESTED

- Books, periodical articles, DVDs, and audiobooks

MATERIALS NOT ELIGIBLE FOR ILL

- Items already owned or items on order. Book Club selections are given exception.
- Materials with a publication date of one year or less.
- VHS tapes, computer software, and video games.
- Materials ineligible for loan per the owning library’s policy, which usually includes reference and rare books.

INTERLIBRARY LOAN REQUESTS

- Patrons are allowed a maximum of four active ILL’s at one time, with exceptions given to researchers, students, and authors. An item is considered “active” from the time that the patron makes the request until the time the item is returned to ESPL. Requests can be made in person or by postal mail using the attached form.

LOAN PERIODS

- Length of loans are determined by the lending library and ESPL.
- The lending library and ESPL have the right to place restrictions on, or recall loaned items at any time.
- A patron who fails to return an interlibrary loan item on time after the second incident may lose his or her ILL privileges.
- A patron who is contacted by the ILL staff and neglects to return an interlibrary loan item that is already overdue will lose his or her borrowing privileges until the material is returned and any applicable fees are paid in full. A block will be placed on the patron's account.

IN-LIBRARY USE ONLY

- Use is determined by the lending and borrowing library. An item specified as "in-library use only" can be viewed at one of the Eastern Shore Public Libraries only and cannot be taken home. Pages can be photocopied at patron's expense according to copyright fair use laws and the lending library's restrictions.

RENEWALS

- Patrons who wish to renew must notify the ESPL Interlibrary Loan Specialist directly at least three business days before the due date.
- Some libraries will not allow renewals, which will be noted on the ILL paperwork attached to the material.
- Overdue fees incurred by the late return of an item by the patron and charged to ESPL by the lending library will be the responsibility of the patron.

CANCELLATIONS

- The ESPL Interlibrary Loan Specialist should be notified immediately if the material is no longer needed. The patron will be charged for return postage if the item has already been requested and shipped to ESPL.
- A patron who fails to pick up his or her ILL item two times will no longer have access to the ILL program. This patron will also be charged for return shipping of these items within his or her library account.

CHECK OUT AND RETURNS

- ILL items must be picked up and returned to the Circulation Desk at any of the ESPL locations. Returning items into the bookdrop may result in damage to the item.
- All attached ILL paperwork must be affixed to returned items and should not be removed.

CHARGES

- All borrowing fees are payable at the time of checkout.
- \$2.00 will be assessed for postage of each item borrowed through the interlibrary loan service. Postage must be paid in full at the time of check-out and will be used to offset

the cost of return shipping. The Interlibrary Loan Specialist will bill the patron's library account for this charge.

- ESPL will attempt to obtain items without charge (excluding the \$2.00 postage fee), but some libraries do charge to lend rare books, textbooks, genealogical materials, and to make photocopies. Therefore, patrons must indicate on the ILL request form the maximum amount they are willing to pay in case the lending library charges for an item.
- ILL ordered for library programs, including library sponsored book clubs, are exempt from ILL charges.
- Patrons are liable for payment of fees and postage even if they decide not to use the requested ILL.
- A fine of \$1.00 per day per item will be charged for overdue ILL materials.
- Charges will be assessed for lost or damaged items and are the responsibility of the patron. Charges are determined by the lending library.

LENDING

MATERIALS ESPL WILL LEND

- Circulating books, audio-visual (Blu-ray, DVD, audiobooks) material will be loaned at the discretion of the Interlibrary Loan Specialist.

MATERIALS ESPL WILL NOT LEND

- Reference collection; items in the Eastern Shore Room; microfilm; microfiche; high demand volumes; and new titles (added to the collection within the past six months).

LOAN PERIODS AND RENEWALS

- ESPL will lend items for four weeks unless circumstances dictate otherwise. Two renewals may be granted for an additional four weeks if the item has not been requested by an ESPL patron.
- The library reserves the right to recall an item at any time.
- ESPL reserves the right to refuse to provide an item to outside libraries that standardly fail to meet due dates.

CANCELLING A REQUEST

- The Interlibrary Loan Specialist should be contacted immediately at 757-787-3400 if the material requested is no longer needed.

PHOTOCOPIES

- For requests bove thirty pages, permission will be granted based on the availability of time, staff, cost, and resources. Cost per page is the standard rate at ESPL Main Library (call for a current figure).

CHARGES

- Charges will be assessed for lost or damaged items. Payment for lost or damaged items must be sent in the form of a check made payable to ESPL and mailed to P.O. Box 360, Accomac, VA 23301-0360.
- If shipping by UPS or FedEx, the delivery address is 23610 Front Street, Accomac, VA 23301.