

# Anderson Public Library

## Interlibrary Loan Policy

Interlibrary Loan is a service offered to Anderson Public Library cardholders that provides access to the resources of many libraries across the United States. Anderson Public Library Interlibrary Loan services are provided by means of the OCLC WorldShare ILL platform and ALA's ILL Form. Interlibrary Loan services are a means of greatly expanding the range of library materials available to customers. The library endorses the principles relating to Interlibrary Loan included in the Indiana Library Resource Sharing Policy, the ALA Interlibrary Loan Code, the U.S. Copyright Law and U.S. Commission on New Technological Uses of Copyrighted Works Guidelines, and federal and state laws governing the confidentiality of records.

### **Borrowing for Customers**

#### **What May Be Borrowed**

Most books, audiovisual items, including DVDs, audiobooks, and Playaway audiobooks, articles from periodicals, government documents, pamphlets, dissertations, and microfilms.

#### **What May Not Be Borrowed**

Titles that Anderson Public Library owns or has ordered, materials released in the last 6 months, select audiovisual materials and 3D materials, including music CDs, video games, tabletop games, etc.

#### **Who May Use Interlibrary Loan**

Any Anderson Public Library cardholder in good standing may make an Interlibrary Loan request, with the following exceptions. Short Term User cardholders are not eligible for Interlibrary Loan services. PLAC cardholders must request Interlibrary Loans from their home library. University or College cardholders must use the Interlibrary Loan services of their University or College library.

#### **How to Make an Interlibrary Loan Request**

Customers may request Interlibrary Loan items in person at the Public Services or Children's Services desks, and the Lapel Branch. Requests may also be made by telephone, email, or live chat. Customers may also request Interlibrary Loan items online by completing the [Request an Item](#) form. Customers must have a valid Anderson Public Library card to make Interlibrary Loan requests. Customers with charges on their cards may not use ILL. When making a request the customer's contact information, and library card number are necessary to process the request. Also, the author and title of the requested item are needed, and the ISBN if possible. For requested periodicals, the title, volume number, date, page numbers, author, and title of the article are needed.



**Anderson Public Library**

111 East 12<sup>th</sup> Street

Anderson, Indiana 46016 | 765-641-2456

[www.andersonlibrary.net](http://www.andersonlibrary.net)

## **Waiting Time for Materials**

It usually takes three weeks or more for an Interlibrary Loan request to be processed and received. Customers will be notified when the item has arrived and is available on the holds shelf. Materials will be held for eight days.

## **Cost for the Customer**

Interlibrary Loan is offered to customers free of charge, except when the lending library charges a fee or fine, such as a loan fee or for lost, damaged, or overdue items. Prior to borrowing items from a library that charges a loan fee, Anderson Public Library will obtain the customer's consent to the charges.

## **Renewals**

The length of borrowing time is determined by the lending library. Renewals can be submitted via the online [Renewal Request](#) form or by contacting Public Services before the item is due. A maximum of two renewals per item is allowed, with the approval of the lending library.

## **Overdue, Lost, or Damaged Items**

Interlibrary Loan items are unconditionally the property of the lending library. Each item is carefully inspected when it is received from the lending library to determine its condition. Items more than two weeks overdue are considered lost. Customers are responsible for lost, damaged, or overdue charges, which are determined by the lending library.

## **Lending to Other Libraries**

## **What May Be Borrowed**

Libraries can borrow books, articles from periodicals, and audiovisual items, including DVDs, audiobooks, and Playaway audiobooks. Audiovisual items are only loaned to Indiana libraries. Materials added to the Anderson Public Library collection in the last 6 months will not be loaned. Materials from the Indiana Room will not be loaned.

## **How Requests are Accepted**

Anderson Public Library accepts Interlibrary Loan requests from libraries through the OCLC WorldShare ILL platform or an ALA ILL form sent directly from the requesting library via fax, email or mail.

## **Renewals**

Anderson Public Library will renew items that are available for renewal for a maximum of two renewals.

## **Cost for the Borrowing Library**

Anderson Public Library reciprocates charges in accordance with the requesting library's policy, such as loan fees, shipping, etc.

## **Lost or Damaged Items**

The requesting library assumes the cost of any lost or damaged item once it has left Anderson Public



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Library. Anderson Public Library charges in accordance with the ALA Interlibrary Loan Code for the United States.

Adopted by the Board of Trustees 6/17/98; Revised  
1/00, 2/06, 1/07, 1/08, 3/09, 1/19/11, and 8/15/18.

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