

# INTERLIBRARY LOAN POLICY

## CRYSTAL LAKE PUBLIC LIBRARY

Rev. 3/17/10; 06/14; 01/17

**Address:** Interlibrary Loan  
Crystal Lake Public Library  
126 Paddock Street  
Crystal Lake, Illinois 60014

**Hours:** Monday - Thursday 9-9  
Friday – Saturday 9-5  
Sunday 1-5  
(September-May)

**Telephone:** (815) 459-1687  
**FAX:** (815) 459-9581  
**Computer Catalog:** www.clpl.org

Requests accepted by: Mail, Phone, e-mail, FAX, or OCLC  
Member: Reaching Across Illinois Library System (RAILS)  
Crystal Lake Public Library will abide by the RAILS Resource Sharing Policy

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### SUPPLYING POLICY

Local demand will determine if an item will be loaned. New materials that have been in the collection six months or less, non-circulating, and developing collections will not be loaned. The decision to loan shall be at the discretion of staff in consultation with Department Head.

**LOAN PERIOD:** As established by Circulation Policy

**RENEWAL:** Renewals will be allowed within the established parameters of the Circulation Policy

**PHOTOCOPIES,  
FAXES & SCANS:** Maximum number pages sent without charge = 30      10 cents per page charged after 30

**BILLING:** Any photocopy charges will be invoiced with material sent. The borrowing library will be billed for any lost or damaged materials.

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### REQUESTING POLICY

Crystal Lake Public Library will comply with the Copyright Law (Title 17, US Code) and its accompanying guidelines and shall inform users of applicable portions of the law.

Crystal Lake Library cardholders may have five active non-CCS interlibrary loan requests.

Local demand at the lending library will determine whether an item can be borrowed.

Requests for new materials, non-circulating, and developing collections may not be honored by the lending library.

**LOAN PERIOD:** Length of loan will be set by the lending library. Fines will be charged on overdue materials.

**RENEWAL:** Determined by lending Library.

**PHOTOCOPIES,  
FAXES & SCANS:** Article requests will be limited to 5 in process per patron. The patron will be given the option to pay any copy fees from the lending library or cancel the request.

**BILLING:** If a fee is required to borrow or ship any material, the patron will be given the option to pay or cancel request. Borrowing fees will be paid by the patron before the request is processed. A \$1.00 fee will be charged for each interlibrary loan item that is not picked up within 5 days. The patron will be billed for any lost or damaged materials. The replacement cost for the materials will be determined by the lending library. Special mailing/shipping requirements will be billed back to patron.

Type of Material	Will Lend	Will Not Lend	Will Borrow	Will Not Borrow
Books	✓	New books which have been in library collection for 6 months or less (to non-CCS Libraries) Reference and some genealogy books	✓	New books which have been in lending library collection for 6 months or less (non-CCS Libraries)
Periodicals/Newspapers	✓	-Periodicals which have been in collection 6 months or less -Newspapers ✓	✓	-Periodicals which have been in collection 6 months or less -Newspapers ✓
Periodical/Newspaper Articles	✓ See 1st page under Supplying Policy		✓ Charges: See 1 <sup>st</sup> page under Requesting Policy	
Audio Visual		AV which has been in collection 6 months or less		AV which has been in collection 6 months or less
Blu-rays*	✓		✓	
CDs *	✓		✓	
CD Books *	✓		✓	
DVD *	✓		✓	
Equipment		✓		✓
Kits *	✓		✓	
Microforms		✓	✓	
Playaways*	✓		✓	
Puzzles		✓		✓
Software		✓		✓
Video Games*		Developing collections		Developing collections
STEM Kits*		✓		✓
Literacy Kits*		✓		✓

\* Lent & borrowed in-state only.