

Lincoln Public Library Board

POLICY MANUAL

SECTION: CIRCULATION

POLICY: E-4

TOPIC: Interlibrary Loan

PAGE: 1 of 2

DATE: March 2001

REVISED: October 2005; February 2014, April 2018

Purpose

To provide criteria and guidelines for the loan of materials to libraries outside of the LiNC Cooperative.

Policy Statement

1. Books, unrestricted talking books and music CDs not available in the collection may be requested for patrons through the SOLS interlibrary loan system..
2. The Library will loan printed books (except for reference and local history titles), unrestricted talking books, DVDs and music CDs to other library systems through the SOLS interlibrary loan system. The loan period shall be 8 weeks.
3. Materials that are published within the past twelve months as the request are considered too new to loan and cannot be borrowed from other libraries.
4. The borrowing period for interlibrary loan materials is determined by the holding library.
5. All interlibrary loan materials must be returned to Lincoln Public Library and must not be returned to the holding library directly by the patron.
6. Titles that cannot be borrowed from other libraries will be considered for purchase provided the budget is available and the material falls within the library's collection development policy.
7. The lending library will specify the loan period that it will make the material available to the patron.
8. Patrons are limited to three interlibrary loan requests per week.
9. The Library will borrow multiple copies of printed books in our collection for use by book clubs.

Lincoln Public Library Board

POLICY MANUAL

SECTION: CIRCULATION **POLICY:** E-4
TOPIC: Interlibrary Loan **PAGE:** 2 of 2
DATE: March 2001 **REVISED:** October 2005; February 2014; April 2018

10. Interlibrary loan materials will be subject to the same rules for overdues and lost or damaged materials. (See Fee Schedule – Policy Manual Appendix). Money collected in compensation for lost or damaged interlibrary loan materials shall be forwarded to the holding library.
11. The Lincoln Public Library will not request from a holding library which requires a fee for the loan of its material.
12. Interlibrary loan materials may be renewed for one week. If permitted by the lending library, a longer renewal period can be requested. Restrictions may apply.
13. Any member who shows repeated disregard for the rules concerning the borrowing of interlibrary loan materials may be denied this privilege