

Interlibrary Loan Policy

Introduction

Interlibrary loan is a national and international procedure that enables a library to borrow materials not available locally from another library for use by a library patron. The borrowing library is responsible for the return of the item on time and undamaged. The borrowing library must pay the lending library for any lost or damaged materials.

Interlibrary loan should not be confused with either open access or reciprocal borrowing agreements, which allow non-residents to borrow materials in person from another library. Interlibrary loan is an adjunct to, not a substitute for, local collection development. Items requested should be those that have a very limited local interest, are no longer available for purchase, or are in a format not collected by the requesting library. The member libraries of the Kenosha County Library System (Community Library and Kenosha Public Library) function as both a borrowing library and a lending library. This policy does not apply to interlibrary loan transactions within the Kenosha County Library System. The Kenosha Public Library (KPL) is the resource library for the Kenosha County Library System.

Community Library as Borrowing Library

Community Library (CL) accepts requests from patrons and libraries in Kenosha County for materials that the libraries in the Kenosha County Library System do not own. In order to use interlibrary loan, a patron must be a registered borrower in good standing at CL who resides or owns property in Kenosha County. Materials that CL requests from other libraries include:

- 1) Adult and juvenile books
- 2) Magazines or magazine articles (for items not available in full text on the periodical database and within copyright guidelines)
- 3) Music (sheet music, scores, and books)
- 4) Audio formats
- 5) Visual formats
- 6) Microform (census, periodicals)

Community Library makes an effort to borrow materials from libraries that do not charge a fee for interlibrary loan. “The charging of fees to individuals for access to the information services provided by a public library including interlibrary loan violates the legislative policy and specific statutory provisions of the Wisconsin Statutes.”¹ If the loaning library charges for photocopies sent, CL requires the patron to pay the fee, and the patron keeps the photocopies. Community Library charges patrons overdue fines and charges for lost or damaged materials assessed by the lending library. Overdue charges for interlibrary loans are included in the Community Library Fines and Fees Schedule Policy.

Community Library as Lending Library

Community Library does not charge for items loaned to other libraries, unless that library charges a fee. In those cases a fee per item is assessed to the borrowing library. CL will loan books, magazines, or audiovisual materials. CL will not loan non-circulating items, CD-ROMs, and educational toys. Community Library will photocopy up to 10 pages of materials free of charge. After 10 pages, a charge per page is assessed to the borrowing library.

¹ Wisconsin Department of Public Instruction. Interlibrary Loan and Resource Sharing Team. Wisconsin Interlibrary Loan Guidelines, 2006, p. 15.