

CUSTOMER POLICIES

INTERLIBRARY LOANS

Board Policy:

DATE REVIEWED: 01/26/2023
DATE APPROVED: 01/26/2023
EFFECTIVE DATE: 03/01/2023
REPLACING POLICY EFFECTIVE: 01/01/2017

Columbus Metropolitan Library (CML) participates in interlibrary loan services with other library systems throughout the country. The purpose of Interlibrary Loan (ILL) is to expand customer access to materials and information not obtainable through CML or its consortium partners. CML also agrees to voluntarily lend or provide copies of materials from its collection to other libraries, in accordance with established policies and procedures and resource sharing agreements.

Administrative Procedure:

DATE REVIEWED: 01/26/2023
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EFFECTIVE DATE: 03/01/2023
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- A. Any CML customer with a full access library card may request materials through ILL. Customers may have up to 10 active ILL requests at one time. Requested books are picked up and returned in person at a CML location. In particular, books obtained via ILL must be returned directly to CML staff rather than through a book drop. Requested articles will be provided electronically or be made available for pick up at a CML location. Requested microfilm must be used at Main Library.
- B. Materials appropriate for ILL are items not available through CML or Central Library Consortium (CLC) member libraries or through SearchOhio or OhioLINK. Many libraries have policies that do not allow certain materials to be borrowed; these include reference materials, materials with local or timely interest, new releases and fragile items. Audiovisual materials will not be requested or lent. Photocopies of articles or sections of a larger work may be provided within the constraints of copyright law.
- C. CML will not borrow materials or request article copies from lending libraries that charge a fee for ILL services. CML reserves the right to deny customer requests based on the monetary value (exceeds \$250), rarity or availability of the material requested.
- D. Restrictions placed on requested material, including where and how the material can be used and how long the material can be checked out, are set by the lending library and will not be overruled or preempted. Since the sharing of materials between libraries through ILL is voluntary, employees and customers must make

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every effort to adhere to the guidelines of the lender in order to maintain CML's good standing as a borrower and help ensure ongoing access.

- E. Customers are expected to adhere to all conditions of the loan for the materials they check out. Failure to do so will result in fees and/or suspension of ILL/cardholder access. Libraries borrowing items from CML via ILL are expected to comply with CML lending restrictions. Failure to do so will result in fees and/or loss of eligibility for ILL lending. Specific infractions include: overdue items, lost or damaged items and failure to pick up requested items.
- F. CML as Lender to Other Libraries:
1. ILL requests must be generated from another library; requests from individuals will not be accepted.
 2. Print materials may be borrowed from the CML collection. CML does not loan reference items, audiovisual materials, periodicals or high-demand items.
 3. CML lends materials free of charge to any library that belongs to the Libraries Very Interested in Sharing (LVIS) OCLC group, other free lending libraries or any library with which there is an established reciprocal agreement.
 4. Within the constraints of copyright law, CML will make photocopies from reference, periodical and microfilm materials free of charge.
 5. The loan period of items lent for ILL is for a period of five (5) weeks. If the material is lost or damaged, the cost of the materials and a \$5 processing fee will be charged to the borrowing library. Eligible items may be renewed one time. Failure to pay ILL fees will result in a library's removal from eligibility for ILL.

Related Policies/Forms:

- Cardholder Registration and Account Access
- Copyright Compliance
- Fees for Library Materials and Services
- Loan Periods and Borrowing Limits for Library Materials
- Materials Selection
- Overdue, Lost, Damaged or Stolen Library Materials