

## Interlibrary Loan Policy (ILL Policy)

Drake Community Library seeks to broaden access to materials for DCL cardholders by participating in state-wide and national resource sharing networks. Title requests are considered for purchase with respect to the Material Selection Policy. When not purchased for the collection, effort will be made to obtain the material through ILL.

- A. An active Drake Community Library card is required.
- B. Loans will only be made for materials that are at least 6 months past the original publishing date or date added to DCL's collection. This rule applies to both items that we are lending and those that we might wish to borrow.
- C. We are unable to loan microfilm and non-circulating items.
- D. Grinnell College students should address any ILL requests to Burling Library at the request of Burling.
- E. We will not request to borrow a book that we already own, unless the patron needs it for a book club and our copy is not available.
- F. Drake Community Library's Circulation Policy regarding lost or damaged items applies to ILL items. A patron's account will be frozen if they have lost or damaged items resulting in \$10.00 fees or greater, including ILL items.
- G. Library users are limited to 5 requests per month without charge. A \$3.00 charge is collected for each request exceeding this limit.
- H. Users will be notified by email or telephone when ILL materials are available for pickup. Materials will be held through the length of the lending library's loan.
- I. Due dates are determined by the lending library. Renewals may be possible at the discretion of the lending library. Please call Drake Community Library with enough notice to allow staff to contact the lending library with renewal requests.
- J. Patrons will be charged for replacement costs of any ILL materials that are 30 days overdue.

Adopted: 06/23