

# Interlibrary Loan Guidelines

September 1, 2020

Interlibrary Loan is a service in which participating libraries worldwide share their collections with one another.

## Interlibrary Loan Borrowing

### What is Interlibrary Loan Borrowing?

If there is a book, music CD, book on CD, or article you need that is not owned by the Allen County Public Library, it may be requested for you from another library provided you have an ACPL library card or subscription card in good standing. Holders of Public Library Access Cards must make their requests through their home libraries.

### What types of materials may I borrow?

You may request books, music CDs, books on CD, and copies of magazine or journal articles. DVDs, Blu-rays or other audiovisual materials, items ACPL owns, entire magazines, eMaterials, or rare/unique materials that would be difficult to replace may not be requested.

### How many items can I request?

Customers are asked to limit their active requests to five at any time.

### Is there a fee for this service?

We first request items from libraries that will loan for free when possible. If there is a fee assessed, we will contact you to determine if you are willing to pay for the loan. The fine for overdue materials is \$1.00 per day to a maximum of \$6.00. Items more than thirty days overdue will be billed a \$100.00 lost item fee plus a \$5.00 processing fee. The lost item fee may be lower or higher based upon the determination of the lending library.

### How long will it take for my item to arrive?

Items usually arrive within two to three weeks. There are several contributing factors including availability, distance from the lending library, staffing, and delivery method. We cannot guarantee a delivery date.

### What is the loan period?

The lending library sets the due date for your item. This could range from one week to more than a month. Interlibrary loaned materials may not be renewed.

### **How will I know when my requested item has arrived?**

When your item is ready for pickup it will be placed on hold and you will be notified by email or phone. The item will be held at the pickup location's checkout desk.

### **How can I make an Interlibrary Loan request?**

The library uses ILLiad (InterLibrary Loan Internet Accessible Database), an electronic system through which items are requested for Allen County Public Library customers. First-time users will need to register with ILLiad and create a unique password. Once you have created your ILLiad account, you can make requests, track your requests directly, view your request history, and receive your articles electronically.

### **How do I create my ILL account?**

To request an item through Interlibrary Loan, you must first register in the library's ILLiad system.

- Go to <https://acpl.illiad.oclc.org/illiad/FirstTime.html> read through to the bottom of the page, then select the "First Time Users Click Here" button.
- Fill out the New User Registration for ILLIAD form and select the "Submit Information" button.

### **How do I monitor the progress of my request?**

Through your ILLiad account you can view the status of your outstanding requests, electronically receive requested articles, cancel requests, subscribe to alerts, and see the history of all your requests.

## **Interlibrary Loan Lending**

### **What is Interlibrary Loan Lending?**

Other libraries can obtain materials held by Allen County Public Library for use by their customers. ACPL's preferred means of accepting requests from other libraries is the OCLC ILLiad system. Standard ALA ILL forms will also be accepted.

**What types of materials will be loaned?**

The ACPL will loan circulating materials in our collection except DVDs, Blu-rays and other audiovisual materials, board games, reference materials, Lincoln collection materials, entire magazines, eMaterials, and rare/unique materials that would be difficult to replace.

Our Genealogy department does not loan materials, but does offer a variety of services in which they will make copies. Please contact the Genealogy Center directly by telephone at 260-421-1225 or by email at [genealogy@acpl.info](mailto:genealogy@acpl.info).

Photocopies of articles are provided in lieu of loaning magazine volumes and/or issues.

**Is there a fee for this service?**

There are no fees to Indiana libraries. For items loaned (including copies) to out-of-state libraries, they are charged a \$10.00 fee per item if paying by OCLC IFM (Interlibrary Loan Fee Management) and a \$15.00 fee per item if we invoice. For libraries overseas, there is a \$30.00 fee per item loaned.

Items more than thirty days overdue will be billed the replacement cost plus a \$5.00 processing fee.

**How long will it take for the item to be sent?**

Items will usually be sent within one to two weeks of receiving the request. There are several contributing factors including availability, distance from the borrowing library, staffing, and delivery method. We cannot guarantee a delivery date. *Due to a variety of factors related to the coronavirus pandemic, expect delays in getting items.*

In-state loans will be transported via the Indiana State Library-sponsored courier service to participating libraries. Out-of-state recipients' loans will be sent via the USPS. Return postage is the responsibility of the borrowing institution.

**What is the loan period?**

The loan period is six weeks from the date of checkout. Interlibrary loaned materials may not be renewed.