

# Oil Region Library Association

## INTERLIBRARY LOAN POLICY

### **Purpose:**

To provide access to library materials not owned within the Oil Region Library Association (ORLA). Interlibrary loan (ILL) is primarily intended to provide requesting patrons with a physical loan of a defined duration or a non-returnable copy or scan from another library. Requests for resources will be processed in accordance with the *Interlibrary Loan Code for the United States* (see appendices).

### **Guidelines:**

- ILL requests may only be filled by patrons in good standing (no outstanding fines or overdues) who have a valid ORLA card and whose home library is a member of ORLA. Cards granted through the ACCESSPA program may not place ILL requests.
- Patrons must make ILL requests through their "home" library.
- A maximum of two requests per patron at any given time will be processed, ensuring that the patron will have adequate time to use ILL material.
- Patrons will be notified by the preferred method selected in their account. These settings may be changed at any time.
- The library will notify patrons of available ILL items upon arrival. Relay of the message to the appropriate person in the household is the responsibility of the patron.
- The due date is set by the Lending Library. A request to the Lending Library for an extension for the due date may be placed up to three days prior to the due date. An extension is not guaranteed to be fulfilled.
- A fine of \$0.50 is accrued for each day the item is overdue.
- A monetary donation request for the cost of returning the item to the lending library is appreciated but is not mandatory. Failure to make the donation will not result in a lower standard of service or loss of service access.

### **Appendices:**

*Interlibrary Loan Code for the United States*

[http://www.ala.org/rusa/sites/ala.org.rusa/files/content/ILL%20Code%20with%20Supplement\\_11-20-17\\_updated-link.pdf](http://www.ala.org/rusa/sites/ala.org.rusa/files/content/ILL%20Code%20with%20Supplement_11-20-17_updated-link.pdf)