

Interlibrary Loan Policy

General Statement of Policy

Interlibrary Loan (ILL) provides access to materials from libraries outside of the Northwest Regional Library System (NWRLS) via a nationwide network of libraries. ILL requests are accepted for most items not currently owned by NWRLS.

Interlibrary Loan Guidelines

- a) NWRLS card holders with accounts in good standing (see *Material Borrowing Policy*) can request items via ILL.
- b) Customers may have up to five (5) active requests at one time.
- c) Titles already owned by NWRLS cannot be requested from another library via ILL unless the item is overdue for more than three months and is presumed lost.
- d) New books (primarily those less than 12 months old), complete issues of magazines, audio-visual materials, and textbooks cannot be requested via ILL.
- e) Genealogy, local history, and reference materials are often not available via ILL.
- f) ILL materials can only be renewed if permitted by the lending library. Contact ILL staff at least one week prior to the due date to request renewals.
- g) The fee for late return of ILL materials is 25¢ per day, per item. Customers will be charged replacement fees for any lost or damaged ILL items.
- h) Interlibrary Loans may take 2 to 6 weeks to arrive. Library staff will contact customers when the items are available to pick up.
- i) The NWRLS does not charge for Interlibrary Loan Services. However, some items are only available for a fee and other items can only be copied/scanned for a charge. If a lending library charges, library staff will contact the customer before the request is submitted.
- j) After a request is submitted, the customer will be contacted:
 - if there is a question about the request,
 - if the item is not available, or
 - when the item is available to pick up.
- k) Interlibrary Loan materials must be returned to a staff member inside the library. Book drops may not be used to return Interlibrary Loans.

Interlibrary Loan requests can be made via the NWRLS Interlibrary Loan online form or by contacting any NWRLS location.

Adopted April 15, 1992; revised August 19, 2014; August 20, 2019; June 6, 2023