

VII. INTERLIBRARY LOAN POLICY

- A. Interlibrary loan (ILL) is an important and necessary part of library service as it is impossible for any library to purchase all requested materials. Whitman County Library System encourages patrons to make use of this service. However, some restrictions are necessary.
1. Interlibrary loan materials should not be requested more than once per year by a patron. The ILL department may make exceptions in special cases.
 2. Only materials not owned by the Whitman County Library System may be borrowed via interlibrary loan. Exceptions may be made for lost items or under special circumstances. Patrons should contact the ILL department for assistance.
 3. WCL attempts to fill all requests, but each lending library sets its own policies. Audio-Visual materials, reference books, rare books, and books less than six months old may not be available via interlibrary loan.
 4. Due to the nature of public library collections, staff members cannot undertake original research through interlibrary loan for patrons or students. We cannot support college courses by providing required reading materials. Specific reading lists or specialized subject materials for college research should be requested through the appropriate University library.
 5. If the request is time sensitive, WCL will make every effort to provide Interlibrary Loans to patrons by the date specified on the request. However, we can make no guarantees as we are dependent upon the staffing and policies of other libraries. Patrons can expect to wait up to several weeks for interlibrary loan materials to arrive.
 6. WCL generally borrows from libraries that do not charge ILL fees. Should the lending library charge a fee, that fee will be passed along to the patron with prior approval from that patron.
 7. The library will borrow up to five (5) items per month per patron. If a patron desires more than five interlibrary loans prior approval from the ILL department is required. A borrowing fee of five dollars (\$5) to offset postage and staff costs may be assessed.
 8. Patrons will only be allowed one (1) interlibrary loan item at a time. Exceptions to this may be made for book clubs, teachers and homeschool families in good standing at the library or others via prior arrangement with the ILL Department.
 9. Patrons with ten dollars (\$10) or more in fees/ fines may not use the interlibrary loan service until their fees/ fines are under this amount.
 10. Interlibrary loan service is a privilege. Patrons who abuse this privilege by failing to return books on time, by failing to pick up interlibrary loan books or with other library issues may have their interlibrary loan privileges suspended.
 11. Interlibrary Loan service is only available on resident adult and family accounts.

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