

INTERLIBRARY LOAN (ILL) POLICY

The Nevada Public Library will provide patrons with equal access to library resources by utilizing the State Library of Iowa's Interlibrary Loan system for both lending and receiving materials among all types of libraries across Iowa.

Requesting ILLs

Patrons with eligible accounts in good standing (no charges at or above \$10.00) may request items the Nevada Public Library does not have in its collection. Items are shipped primarily AEA van lines 1 time a week.

- **New Items:** Items released in the last 12 months will not be requested via interlibrary loan. Newly released items requested by patrons will be passed to the appropriate selector for consideration of adding to our collection.
- **Notifications:** The library will notify patrons if items are unavailable for loan via their requested notification settings.
- **Limitations:** Requests for large numbers of ILL materials will be placed incrementally. If a lending library is charging a fee for borrowing, the request will not be filled unless the patron agrees to pay the fee directly to the lending library.
- **Holds:** Interlibrary loan materials will be held until due back to the lending library; items not picked up will be returned to the lending library.
- **Due Dates:** Item due dates are determined by the lending library.
- **Renewals:** Renewals are at the lending library's discretion. Patrons must notify NPL of intent to renew 1 week prior to due date. There is a limit of two renewals on ILL items.
- **Overdue and Lost/Damaged Items:** Patron is responsible for the replacement and process fees from the lending libraries for lost or damaged items. Cost will be adjusted accordingly once an invoice is received from the lending library. Refunds are not available if the patron later finds the lost item.
- **Restrictions:** Patrons who repeatedly do not pick up interlibrary loans and/or fail to return loans to the library in a timely manner may have their ILL privileges revoked. Limited Use Accounts and Student Accounts do not qualify for ILL services.

Shipping ILLs to other libraries

Libraries throughout Iowa may request DVDs, Audiobooks, and Books for interlibrary loan borrowing.

- **Renewals:** borrowing Nevada Public Library materials will have a limit of two renewals before an invoice for payment of the item will be mailed to the borrowing library.
- **New Items:** Items released in the last 12 months will not be sent for interlibrary loans.
- **Shipments:** The library will ship via the AEA van routes for interlibrary loans. The library will fulfill loans to Iowa institutions not using the AEA van routes by US Mail.
- **Requests for Items Contained in the NPL Collection:** ILL requests for items contained in the NPL collection, even if not currently available, will be denied unless there is extenuating circumstances. These will be evaluated on a case by case basis by the Library Director or designee.