

Interlibrary Loan Policy

Purpose and Mission

Interlibrary Loan (ILL) is the borrowing and lending of materials between libraries. The purpose of offering ILL services is to obtain materials and information not available at Siouxland Libraries and to provide resources to other libraries. This service supports the library's mission by connecting users to a broader world of ideas and information. Interlibrary loan is intended to supplement information needs and is not a substitute for the library's collection. Items frequently requested will be considered for purchase.

Practices & Guidelines:

The conditions of this service are set by the [Interlibrary Loan Code for the United States](#), Copyright Law of the United States, [CONTU Guidelines](#), and by the regulations of individual libraries. Requests for copies must comply with [Section 108](#) of the U.S. Copyright Law.

Borrowing

Users

1. Siouxland Libraries cardholders with accounts in good standing may request material through ILL. Library cards with a temporary address, customers who receive homebound deliveries, deposit collection deliveries, and Student Success cards are not eligible.
2. Borrowers may have a finite number of ILL requests at a time. This number is set by ILL staff based on staffing availability and cost and will be communicated to library users.
3. ILL privileges may be restricted or suspended for the following behaviors occurring within a 12-month period:
 - Failure to pick up five or more ILL items
 - Returning five or more ILL items 30 or more days past the due date
 - Returning five or more damaged ILL items

Eligible Items

Siouxland Libraries will request materials from libraries throughout the United States. Some requests may not be filled due to high demand, copyright restrictions, unavailability, or policy restrictions from other libraries. Customers will be notified if a request cannot be filled.

1. Books, articles, magazines, DVDs, audiobooks, CD music, microfilm and other library materials not owned by Siouxland Libraries are eligible for interlibrary loan. Requests may also be placed for items that are owned by Siouxland Libraries, but meet one of the following criteria:
 - a. Items that have been lost for more than a month
 - b. Items that are being repaired
 - c. Items that have been withdrawn
2. Items must be more than one (1) year old. Newer items will be considered for purchase.
3. Siouxland Libraries does not charge a fee for ILL and tries to obtain items from libraries that also provide free services. If the item is only available for a fee, ILL staff will contact the customer for approval. Any costs will be paid by the customer. Items that require tracking or insurance will not be accepted.
4. Materials that may not be requested include, but are not limited to:
 - a. Items on order or owned by Siouxland Libraries
 - b. Items in eBook, eAudiobook, or streaming formats
 - c. New items published within the last year

Submitting a Request

Interlibrary loan is not designed for rush or urgent requests; however, every effort will be made to order ILL requests quickly. Including correct citation information, such as format, title, author, publication date, volume and page numbers will help staff process requests swiftly and accurately. Not all requests can be fulfilled. High demand items, reference materials, textbooks, course materials, rare, valuable, or archival materials are often not available through interlibrary loan.

1. Cardholders may submit ILL requests by calling or visiting any Siouxland Libraries branch or through our website at <https://www.siouxlandlib.org/interlibrary-loans>
2. Requests should be submitted as far in advance as possible. The average request time is 1-2 weeks but could take four weeks or longer.
3. Customers will be notified through their preferred notification method when materials arrive and are available for pick-up. It is the customer's responsibility to obtain the materials in a timely fashion after notification. ILL materials will remain on the hold shelf until their due date.

Loan Period and Renewals

1. Loan periods for ILL materials are defined by the policies of the lending library.
2. Interlibrary loan items must be picked up at a Siouxland Libraries location, with the exception of articles that are electronically delivered.

3. Renewals are granted at the discretion of the lending library. One request for renewal can be placed no more than seven days before the item is due. Renewal requests cannot be placed for items that are past their due date.
4. Items are considered overdue if they are not returned to Siouxland Libraries by the assigned due date.
5. Items are considered lost if they are overdue 30 or more days.
6. Items may be recalled by the lending library at any time. If an item is recalled, customers are expected to return the item as soon as possible.

Conditions of Use

Siouxland Libraries will adhere to conditions set by the lending library for the use of their materials. Some items may be available for in-library use only.

1. Lost or damaged ILL materials are subject to the lending library's rules and policies.
2. If an item is lost or cannot be returned, Siouxland Libraries will contact the lending library to determine charges for the material.
3. Customers are responsible for all fines or charges resulting from overdue, lost, or damaged ILL materials. If a fee is charged, Siouxland Libraries will pay the lending library and assign the fee to the customer's library account.

Lending to Other Libraries

Siouxland Libraries does not charge to lend items through interlibrary loan and will make every effort to supply materials from our collection to other libraries in the United States. Some items may be unavailable due to cost, uniqueness, copyright restriction, demand by Siouxland Libraries customers, or other limitations.

What can be lent and restrictions:

1. Materials that have been published or released within the last year will not be loaned through interlibrary loan.
2. Copies of magazine articles will be scanned and emailed to requesting library or customer.
3. In-state requests can be made for the Book Club to Go collection. Items must be picked up at a library that is a stop on the South Dakota intrastate courier.
4. Items in the Caille Room and Genealogy collections will be assessed on a case-by-case basis.
5. Other restricted materials include:
 - a. eContent
 - b. Games
 - c. Bins

- d. Kits
- e. Passes
- f. Items in-use or in-demand by Siouxland Libraries customers

Conditions of use and associated charges:

1. Materials will be loaned for a four-week period, except for Book Club to Go bags.
2. Renewals are available upon request.
3. Books borrowed from Siouxland Libraries remain the fiscal responsibility of the borrowing library until the item is received at Siouxland Libraries. Materials lost or damaged in the mail or other methods of transit are the responsibility of the borrowing library. Materials damaged while on loan to another library will be billed for replacement.
4. Items not returned after eight weeks past the due date will be billed to the borrowing library for the replacement cost of the item.

Effective Date: April 1, 2023.

Approved by the Siouxland Library Board of Trustees on 03/08/2023.