

## **INTERLIBRARY LOAN**

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With our Interlibrary Loan program, patrons can access materials from other libraries throughout Oregon and the rest of the country. Patron requested books or magazine articles can be mailed or faxed to the library, and can be checked them out as any title in own collection. The patron must hold or be eligible for a valid Fern Ridge Library card in order to take advantage of this service. The following paragraphs describe the Interlibrary Loan principles and procedures adopted by the libraries.

### ***Principles***

Interlibrary loan is a primary service that supports the mission of the library by providing enhanced access to library materials and information. The purpose of interlibrary loan is to obtain materials not available in the library and to provide material from the collection to other libraries. The library affirms that interlibrary loan is an adjunct to, not a substitute for, the library's collection. In meeting patron needs, the library will exhaust local resources first, including its own collection and those of Lane County libraries, before requesting items on OCLC interlibrary loan. Items in frequent or recurring demand will be considered for purchase.

### ***Definition***

Interlibrary loan is a transaction in which the Fern Ridge Library borrows materials directly from another library on behalf of a patron, or another library borrows materials from the Fern Ridge Library on behalf of its patron.

### ***Conditions of Service***

The Fern Ridge Library endorse the principles relating to interlibrary loan included in the Oregon Library Resource Sharing Policy, the ALA Interlibrary Loan Code, the U.S. Copyright Law and U.S. Commission on New Technological Uses of Copyrighted Works (CONTU) Guidelines, and federal and state laws governing confidentiality of records.

### ***Interlibrary Loan Procedures***

*Users* This service is offered to all patrons holding a valid library card from the Fern Ridge Library, including resident borrowers and nonresident borrowers. Some courtesy cards have limited ILL privileges. See circulation policy.

*Types of Materials Borrowed* Interlibrary loan is an integral element in collection development. The interlibrary loan staff will request materials not owned by the library or missing from the library's collection. Materials that will not be requested include items owned by the library and

temporarily in use or in-process or on reserve in the library, and electronic full-text information available to the library via the Ebscohost database, the Internet, or other means.

*How To Submit a Request* A patron may place a request at the circulation desk, via email, or over the telephone. Forms are available for placing a request. A staff member will place the loan. Requests for photocopies must include indication of compliance with the U.S. Copyright Law.

*Turnaround Time* Service will be provided as quickly as possible. Turnaround time varies depending upon the lending library, the materials requested, and courier service available. Patrons will be notified by telephone or by postcard provided by the patron, if the patron does not have a telephone available.

*Conditions of Use* The library will strictly observe any conditions for use of loaned materials that are imposed by a lending library.

*Charges* The library will charge its patrons a fee for borrowing via OCLC interlibrary loan. This fee is \$3 per title. If the lending library specifies that it requires costs for photocopies or mailing a particular requested material, patrons will be consulted about their willingness to pay before materials are borrowed. No charge for ILLs with consortium or Lane County. There is a \$1 fee for ILLs not picked up by patrons.

*Responsibility* The library will endeavor to collect any charges for overdue materials, loss, or damage from the patron who received the materials. The library will be responsible for materials borrowed on behalf of its patrons, from the time the material leaves the lending library until it is returned there. The library agrees to pay for overdue charges, damage, or loss of materials borrowed on interlibrary loan.

*Statistics* The library will maintain records of transactions in order to inform patrons of the status of their requests and will annually report activity as required to the Oregon State Library. For patrons privacy these records are purged within a month of return by patron.