

Interlibrary Loan Policy

The Homer Township Public Library (HTPL) provides interlibrary loan (ILL) service in order to enhance and extend the resources available to our HTPL cardholders. ILL services provide patrons with access to resources that are not available at HTPL or in the PrairieCat consortium. The Library requests materials from or supplies materials to another library.

The Library will use local resources first, including (1) its own collection (2) those of the PrairieCat consortium, before requesting from other libraries. When requesting from other libraries through ILL, priority will be placed on requesting items from Illinois Libraries before requesting from out-of-state libraries.

The Homer Township Public Library observes established standards for Interlibrary Loan borrowing and lending. These include ILLINET Interlibrary Loan Code and the RAILS Resource Sharing Policy.

Borrowers must be in good standing and have a valid Homer Township Public Library card to order ILL materials.

HTPL makes its requests from institutions that typically do not charge for their materials. Borrowers will assume full responsibility for any fees associated with the obtaining of materials and for all fees for late, damaged, and lost materials charged by the lending library, even if the item is not picked up. Borrowers will be informed of these charges beforehand.

All materials borrowed will be in accordance with US Copyright Law.

HTPL cannot guarantee the availability of materials or how quickly they may arrive.

The circulation period for any ILL materials is based on the loan period extended by the lending library.

All renewal requests must be made before the ILL loan due date.

Renewals are at the sole discretion of the lending library and cannot be guaranteed.

ILLs are excluded from the Library's fine free lending and will incur late fees.

The maximum number of active ILL requests at any one time is 10. This limit does not apply to items requested from libraries in PrairieCat.

The Library will observe any conditions for use of loaned materials imposed by the lending library (e.g. in-library use only, shipping requirements.)

Items NOT ALLOWED to be requested are:

- Reference Materials
- Textbooks
- Downloadable Materials
- Periodicals
- Materials with prohibitive replacement costs
- Items that are already on order
- Formats that the Library does not lend through ILL, including but not limited to Library of Things, Toys, Equipment, etc.

- Excessive copies of one title
- Items own or on order by HTPL or PrairieCat Library unless they are lost or missing

Additional Patron Responsibilities

All labels and accompanying paperwork must be returned with ILL materials. Failure to do so may result in replacement charges.

Materials must be picked up or returned to the Homer Township Public Library or bookmobile.

Materials may not be returned to any other library. Overdue fines or lost fees may be charged if materials are returned to another library.

Materials must be picked up within the loan period specified by the lending library. Failure to pick up materials on a regular basis may result in suspension of ILL privileges.

If a patron regularly does not return ILL materials on their due date or otherwise abuses the ILL policy, ILL privileges may be suspended.

Patrons needing assistance with ILL services are encouraged to contact library staff.