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## **CITY OF LEWISVILLE LIBRARY DEPARTMENTAL GUIDELINES**

**SECTION: LIBRARY**

**TOPIC: INTERLIBRARY LOAN**

**REFERENCE: LIBG-03-04-07**

Purpose:

Interlibrary Loan (ILL) is used to request items not owned by the Lewisville Public Library. ILL is a courtesy service between participating libraries.

ILL Guidelines:

1. ILL requests may only be made for items not owned or on order by the Lewisville Public Library. ILL requests may be made for a different physical format of a title, as long as the Library does not own the title in that format. The Lewisville Public Library will request physical items including fiction and nonfiction print books, audiobooks on CD, music CDs, nonfiction DVD/Blu-ray, microfilm/fiche, and articles. Items must have been published for at least one year. For newer items, consider working with the Library staff to suggest the item for purchase.
2. ILL requests for publications with editions such as a textbook or study guide will be processed for the edition specified by the patron. If an edition is not specified, the request will be processed for the newest edition available.
3. ILL requests made by Lewisville Public Library card holders must originate with and be processed by the Lewisville Public Library. Patrons should refrain from contacting other libraries directly regarding interlibrary loan.
4. The Lewisville Public Library will accept and process ILL requests for Lewisville Library cardholders 18 years of age and older with current Full Privilege or Homebound accounts in good standing. ILL requests may not be made using the library card of a patron under 18.
5. Cardholders may have up to four ILL requests "In Process" at one time "In Process" includes items requested, items received and awaiting check-out, and items currently checked-out.
6. If a request is not able to be filled, the patron must wait at least three months before requesting the same title again via ILL.
7. An ILL request that violates any of these guidelines will be cancelled.

8. Once available for pickup by the patron, ILLs will be held for six days and may be picked up at the Lewisville Library Accounts Desk or drive-up window. Check out periods on ILL items are determined by the lending library and can be changed at any time, including during the borrowing period. Patrons must not remove any labels attached to the ILL item.
9. ILLs must be returned to the Lewisville Public Library. Once an individual title is returned, a patron must wait at least three months before requesting the same title again via ILL, regardless of the edition.
10. The Lewisville Public Library does not charge overdue fines. Items should be returned promptly on or before their due dates. Accounts with overdue ILL item will be blocked. Refer to Library Card Privileges Guidelines for more details.
11. Cardholders are responsible for fees assessed by the lending library for lost or damaged ILL items. ILL items are assumed to be lost at 30 days past due. Once an invoice has been issued for the replacement item, the Library will no longer accept the return of the item and the patron is responsible for the replacement fee. Accounts with balances over \$5.00 will be blocked. Refer to Library Card Privileges Guidelines for more details.
12. ILL items are not eligible for renewal.
13. Patrons who abuse the ILL guidelines may have their ILL privileges suspended. When one or more ILL items lent to a Lewisville Public Library patron from another library are 30 days past due, the Lewisville patron's ILL privileges will be suspended for three months. Any future occurrences will result in progressive suspension of privileges.

#### Lending Guidelines: Items Loaned to Other Libraries:

1. The Lewisville Public Library will loan circulating fiction and nonfiction print books, audiobooks on CD, nonfiction DVD/Blu-ray, and music CDs that have been in the library's collection for a minimum of one year.
2. The Lewisville Public Library will only lend items to other libraries who participate in the Texpress courier service.
3. The loan period for ILL items is six weeks from the date the item is sent to the borrowing library.
4. Items on loan to other libraries are not renewable.
5. The lending library will be charged the replacement cost for any lost or damaged items.