

## Interlibrary Loan Caldwell Public Library

The purpose of interlibrary loan (ILL) is to obtain materials that are unavailable through Caldwell Public Library or its LYNX! Consortium partners. The library will provide interlibrary loan (ILL) service free of charge to library card holders who are in good standing. The library covers the cost of postage (average \$3.00 per item) and handling of requested materials.

### Eligibility:

- Individuals requesting ILL must have a card in good standing with the Caldwell Public Library, with no fines.
- Internet only cardholders are ineligible.

### Limitations:

- Patrons may not have more than three (3) ILL items at any one time.
- All previously requested items must be returned prior to requesting any additional ILLs.
- Materials published within the last year may not be requested via ILL.
- Caldwell Public Library borrows only from institutions located within the continental United States.
- Although we attempt to borrow from institutions that do not charge for interlibrary loans, occasionally materials are located only at institutions that impose a fee. If the ILL request form does not indicate that this patron is willing to pay a fee, the item will not be ordered until the patron is informed of the charges.
- Because of copyright restrictions, Caldwell Public Library is limited to five copies of articles from the most recent five years of a periodical title during the calendar year. Beginning January 1 each new year, five more requests can be ordered from the same title.
- Additional restrictions attached to materials lent by others libraries, such as "library use only," or a short loan period, will be honored.

### Submitting Requests:

- Requests can be made in person at any Caldwell Public Library service desk, by telephone, or online.
- Individuals should be prepared to provide their library card or library card number at the time the ILL request is submitted.

## **Notification:**

- Patrons will be notified by e-mail, USPS mail, or telephone when the requested material is available.
- A hold pickup expiration date will be included in the notification.
- Photocopies will be mailed directly to the patron. However, if there is a charge for the copies, the materials will be held at the information desk and the patron will be contacted.

## **Material Pickup:**

- Most items will be held at the holds pickup shelf.
- Microfilm and “in-library use only” items will be held at the information desk.
- Unclaimed items will be returned to the lending institution after the holding period has expired.
- ILL borrowing privileges may be suspended for repeated unclaimed requests.

## **Loan Period:**

- Loan period and renewal rights of ILL materials are determined by each lending library.
- Request to renew an ILL must be made in advance of the due date, to give the lending library time to respond.

## **Fines and Fees:**

- Unclaimed ILLs will result in a handling fee of \$5.00 per item, to cover postage and handling costs.
- Overdue ILL materials are fined \$.50 a day per item with no grace period.
- Photocopies are charged at \$.10 per page.
- Rights to renew ILL materials are determined by each lending library.
- The patron is responsible for all charges resulting from damage, loss, and late return of materials.

## **Lending to libraries outside the LYNX! Consortium:**

- Caldwell Public Library will lend materials, not otherwise excluded, only after one year of receipt.
- Caldwell Public Library will lend within the continental United States only.
- Materials which shall remain unavailable for lending include: reference, microfilm, Idaho History Collection, ebooks and eaudiobooks. Also, items with LYNX! Consortium hold requests may not be available.
- Materials may not be available for lending depending on condition or shipping concerns.