



Interlibrary Loan Policy

I. Principles

Interlibrary loan is a primary service that supports the mission of the Avon-Washington Township Public Library (AWTPL) by providing enhanced access to library materials and information. The purpose of interlibrary loan is to obtain materials not available in the AWTPL collection and to provide material from the collection to other libraries.

The AWTPL affirms that interlibrary loan is an adjunct to, not a substitute for, the Library's collection. In meeting patron needs, AWTPL will exhaust local resources before requesting items on interlibrary loan. Items in frequent or recurring demand will be considered for purchase.

II. Definition

Interlibrary loan is a transaction in which AWTPL borrows materials directly from another library on behalf of a patron, or another library borrows materials from AWTPL on behalf of its patrons.

III. Conditions of Service

AWTPL endorses the principles relating to interlibrary loan included in the Indiana Library Resource Sharing Policy, the American Libraries Association Interlibrary Loan Code, the U.S. Copyright Law and U.S. Commission on New Technological Uses of Copyrighted Works Guidelines, and federal and state laws governing confidentiality of records.

IV. Interlibrary Borrowing

Users: This service is offered to anyone for whom AWTPL is their home library and who has a valid library card.

Types of Materials Borrowed:

- Interlibrary loan is an invaluable research aid, but it is not a substitute for a balanced library collection. Therefore, AWTPL will consider all interlibrary loan requests for purchase before borrowing from another library. Purchase consideration will be done within two working days of the initial request.
- The interlibrary loan staff will request materials not owned by the Library, or missing from the Library's collection, or that is six weeks or more past due on another patron's account.
- Materials which will not be requested include items owned by the Library and temporarily in use; reference items and non-circulating historical items; electronic full-text information available to the Library; and materials on reserve in the Library.

How to Submit a Request: Requests may be placed at the Reference Desk, over the phone, through email, or via the Library's website. (A patron is limited to four title requests per week.)

Turnaround Time: Requests for any items not purchased will be faxed or sent through eILL within two working days of the "do not purchase" decision. Turnaround times by lending libraries may vary and AWTPL makes no guarantees that the materials will arrive by a specified date. In most cases, patrons can expect three to four weeks for delivery.

Conditions of Use: AWTPL will strictly observe any conditions for use of loaned materials that are imposed by the lending library. Interlibrary loan materials must be checked out by the patron within one week of notification, and must be returned by the due date. Items may not be renewed.

Charges: AWTPL will charge return postage to the requesting patron for each item received from out of state through interlibrary loan. The charge will be placed on the patron's account when the material is received by AWTPL. The patron is expected to pay the charge at the time of check-out. The charge will not be waived if the patron refuses to check out the material.

AWTPL will not pay borrowing charges beyond mailing costs. If costs are expected, usually because the item cannot be found in-state, patrons will be consulted about their willingness to pay before materials are borrowed.

Responsibility: If possible, AWTPL will arrange for the patron borrowing an item to pay any overdue, damage, or loss charges directly to the lending library. If this is not possible, AWTPL agrees to pay the lending library for these charges and then arrange for the patron to reimburse AWTPL.

Statistics: AWTPL will maintain records of transactions in order to inform users of the status of their requests and will annually report activity as required by the Indiana State Library.

V. Interlibrary Lending

Users: This service is offered to other libraries which abide by the conditions set forth in Item III above, within Hendricks County.

Materials Available: AWTPL endeavors to make available the broadest range of materials for interlibrary loan. Reference materials will not be loaned. AWTPL also reserves the right to ask a borrowing library to restrict use of materials lent.

Formats for Requests: Requests to borrow from AWTPL are accepted via phone, fax transmission, email, and through our website.

Turnaround Time: AWTPL will provide speedy response on most request, usually responding within two working days.

Circulation Period: The circulation period for items lent on interlibrary loan will be five weeks to allow transportation time.

Charges: AWTPL will not charge for lending materials, except for insurance or mailing costs, if any. AWTPL will charge the borrowing library for materials that are damaged or lost on interlibrary loan.