

INTERLIBRARY LOAN (ILL) POLICY

In keeping to our mission, the Knoxville Public Library will provide patrons equal access to library resources by utilizing the State Library of Iowa's Interlibrary Loan system for both lending and receiving materials among all types of libraries across Iowa.

Requesting ILLs

Patrons with eligible accounts in good standing (no charges at or above \$20.00) may request items the Knoxville Public Library does not have in its collection. A fee of Items are shipped primarily via two services – Heartland AEA van lines and IAShires, with deliveries up to 2 times a week.

- **New Items:** Items released in the last 12 months will not be requested via interlibrary loan. Newly released items requested by patrons will be passed to the appropriate selector for consideration of adding to our collection.
- **Notifications:** The library will notify patrons if items are unavailable for loan via their requested notification settings.
- **Limitations:** Patrons are limited to five active interlibrary loans checked out at one time. Requests for large numbers of ILL materials will be placed incrementally. If a lending library is charging a fee for borrowing, the request will not be filled.
- **Holds:** Interlibrary loan materials will be held for seven days; items not picked up by due date will be returned to the lending library and a fee of \$5 may be imposed.
- **Due Dates:** Item due dates are determined by the lending library.
- **Renewals:** Renewals are at the lending library's discretion.
- **Overdue and Lost/Damaged Items:** Patron is responsible for the replacement and process fees from the lending libraries for lost or damaged items. This fee will be entered into the patron's account.
- **Restrictions:** Patrons who repeatedly do not pick up interlibrary loans and/or fail to return loans to the library in a timely manner may have their ILL privileges revoked.

Lending ILLs to other libraries

Libraries throughout Iowa may request DVDs, audiobooks, and books for interlibrary loan borrowing.

- **Renewals:** Knoxville Public Library materials will have a limit of two renewals before an invoice for payment of the item will be mailed to the borrowing library.
- **New Items:** Items released in the last 6 months will not be sent for interlibrary loans.
- **Shipments:** The library will primarily ship items via IAShires and the AEA van routes for interlibrary loans. Postage for ILLs through the USPS is reimbursed by the State Library of Iowa as allowed in the Enrich Iowa agreement.

Approved by the Knoxville PL Board of Trustees

Date: May 21, 2024