

## INTERLIBRARY LOAN POLICY

Section 43.24(2)(d) of Wisconsin Statutes requires library systems to provide “Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.”

### Requests from Winnefox Libraries

1. The Winnefox interlibrary loan (ILL) service will attempt to borrow items requested by users of Winnefox member libraries. Not all requested items will be available for loan.
2. Borrowing libraries are responsible for items borrowed from other libraries from the time of receipt to the time they are sent to the loaning library.
3. Notices for overdue ILL items will be sent to the user according to current library and Winnefox practice.
4. A Winnefox member library should respond promptly to any overdue notice or bill for interlibrary loan materials.
5. If the Winnefox member library is unable to get the individual patron to return the item or pay the replacement cost, the Winnefox member library is responsible for paying the bill or replacing the item, in accordance with the preference of the lending library.
6. In accordance with standard interlibrary loan guidelines, continued disregard for overdue, lost, or damaged materials may be reason for suspension of borrowing privileges

### Requests from non-Winnefox libraries

1. Winnefox member libraries agree to make items in their collections available to libraries outside of Winnefox. A library may refuse to loan individual items because of value, fragility, or other good reason.
2. Winnefox is responsible for items loaned by Winnefox member libraries while in transit or on loan to other libraries.
3. If a borrowing library does not return a borrowed item, Winnefox will bill that library in conformity with the loaning library’s policies.
4. The Winnefox Library System Interlibrary Loan Department keeps paperwork for lost and paid materials for one year after the item is paid for, in case the borrowing library is able to return the item. In this case a refund will be requested from the loaning library.

OLD POLICY:

## **INTERLIBRARY LOAN**

- 1.** The Winnefox Library System (WLS) member library is responsible for materials borrowed on interlibrary loan, from the time the materials leave the supplying library until they have been returned and received by the supplying library.
- 2.** An overdue notice is sent 10 days after the due date. A bill is sent 30 days after the due date. A letter is sent 90 days after the due date.
- 3.** A WLS member library should respond promptly to any overdue notice or bill for interlibrary loan materials.
- 4.** If the individual patron who checked out the item from the WLS member library loses or damages the item, the WLS member library is responsible for getting the patron to return the item or to pay the replacement cost.
- 5.** If the WLS member library is unable to get the individual patron to return the item or pay the replacement cost, the WLS member library is responsible for paying the bill or replacing the item, in accordance with the preference of the lending library.
- 6.** The Winnefox Library System Interlibrary Loan Department keeps paperwork for lost and paid materials for one year after the item is paid for, in case the borrowing library is able to return the item and request a refund.
- 7.** In accordance with standard interlibrary loan guidelines, continued disregard for overdue, lost, or damaged materials may be reason for suspension of borrowing privileges by a lending library.

***Effective: January 1, 1995***