

Interlibrary Loan Guidelines

1. Interlibrary loan service will be provided to Mount Prospect Public Library cardholders.
2. The person requesting the interlibrary loan request shall use his or her own Mount Prospect Public Library card.
3. The library card record of patron using this service must be clear of all delinquencies (i.e. fines, overdues, etc.) before materials may be requested through interlibrary loan.
4. An item may be requested through interlibrary loan if it is not owned by the Mount Prospect Public Library or it is owned by the Library but it is missing or is overdue for more than one month.
5. Newly published materials cannot be requested. Items published within the last six months may not be requested for Interlibrary Loan.
6. Art prints, puzzles/games, puppets, microform (except government documents), Video Games, Playaways and South Branch materials may not be requested through interlibrary loan. DVDs, videos, CDs (music and books), audio cassettes (music and books) multi-media CD-Roms and books with CD-Roms may be requested.
7. A maximum of three (3) requests may be in process at a time. As soon as one or more of the requests are filled, additional requests may be submitted.
8. Loan periods and restrictions are stipulated by the lending library and must be adhered to by the borrower. Requests for renewal for items borrowed from other libraries must be made through ILL staff at MPPL between 9:00 AM and 5:00 PM, Monday through Friday. Renewals are not always permitted by the lending library.
9. Genealogy materials received through interlibrary loan will be for reference use only regardless of the stipulations of the lending library. The patron may not check them out.
10. A fee of \$1.00 per item per day will be charged for overdue interlibrary loan materials.
11. A fee of \$1.00 will be charged for interlibrary loan materials not claimed by the patron.
12. Fees assessed by the lending library e.g. postage, delivery etc. will be paid by the patron.
13. Fees will be paid by the patron if determined appropriate by the Library.

14. An email address may be given as the contact. However, it is the responsibility of the patron to check for email in a timely fashion.
15. The valid Mount Prospect Public Library card number must match the name on the request. The same valid card used to request the interlibrary loan material must be used to check out the material.
16. Suspension of interlibrary loan borrowing privileges may result if the patron does not comply with the guidelines.

Interlibrary Loan Lending Policy

Demand by Mount Prospect residents will determine whether any item will be loaned at the time requested. The decision to loan shall be at the discretion of the Interlibrary Loan staff in consultation with either the Heads of Information Services, Collection Management, Reference, Fiction/AV or Youth Services.

Lending Guidelines

1. Books

- a. New books are not circulated until the titles have been in the library collection for a minimum of six months. An exception may be made if the title is not in demand by Mount Prospect residents.
- b. The loan period will be five (5) weeks.
- c. Renewals must be made via telephone, electronically, or in-person prior to the due date. The decision to renew is at the discretion of the Interlibrary Loan staff.
- d. Reference materials are not loaned.

2. Audiovisual Materials

- a. The following are available for loan:
 - CDs (music and books)
 - Audio cassettes (music and books)
 - VHS Tapes
 - CD-Roms when included in a book
 - DVDs
 - Great Courses in all formats may be loaned within the state
 - Multi-media CD-Roms
- b. The following will not be loaned:
 - Art prints
 - Puzzles/Games/Toys/ Puppets
 - Microform (except government documents)
 - Video Games
 - Playaways
 - South Branch materials
 - AV materials will not be loaned out-of-state
- c. The loan period for AV materials will be two (2) to five (5) weeks at the discretion of the interlibrary loan staff.

- d. Renewals must be made via telephone, electronically, or in-person prior to the due date. The decision to renew is at the discretion of the Interlibrary Loan staff.
3. Periodicals
 - a. Articles will be copied and sent upon request as per copyright laws (Title 17, U.S. Code).
 - b. If requested, a maximum of fifteen (15) pages will be mailed or transmitted.
 - c. Complete issues will not be sent except at the discretion of either the Heads of Information Services, Collection Management, Reference, Fiction/AV, Youth Services, or interlibrary loan staff.
 4. Government Documents

The same guidelines will be used for government documents as in periodicals above.

General Guidelines

1. Interlibrary loan will be conducted in accordance with the Illinet Interlibrary Loan Code and the ALA National Interlibrary Loan Code.
2. Illinet Express Services will not be provided.