Poplar Creek Public Library District

Interlibrary Loan Policy

Materials are available to Poplar Creek Public Library District (PCPLD) resident cardholders by request from other libraries provided the materials are not available at PCPLD. Patrons are responsible for paying fees assessed by the lending library, shipping fees incurred in obtaining the loaned item(s) and full replacement costs plus any applicable processing fee if an item is lost, damaged, or not returned. Additional ILL requests will not be accepted until these costs are paid in full.

The policies detailed in the current *Illinet Interlibrary Loan Code* of Illinois, and all other applicable regional and state interlibrary loan policies will be observed. The Interlibrary Loan policy does not pertain to reciprocal borrowing or the exchange of materials between LINKin libraries.

Materials available to loan:

- Books
- Music CDs
- Audio books
- DVDs/Blu-ray
- Articles

Materials not available for loan:

- Items less than six (6) months old
- Video games
- Reference material
- E-resources
- Non-traditional items
- Periodicals

Photocopies/Facsimiles/Email

- Up to ten (10) pages may be photocopied, faxed and/or scanned, within copyright limits, and sent via regular mail, fax and/or email.

Loan Periods and Renewal

- May have up to 10 item requests in process at one time.
- Due dates and renewals are set by the lending library
- Renewals must be requested through the Interlibrary Loan Department prior to the due date.
- Overdue fines for loans will be calculated according to the PCPLD Fines and Fees policy for overdue items.

Adopted by the Poplar Creek Public Library District Board of Trustees November 17, 2016, November 16, 2017, updated and approved: November 15, 2018, January 16, 2020, January 20, 2022; re-approved July 20, 2023