

## INTERLIBRARY LOAN POLICY

The Pewaukee Public Library participates in a statewide interlibrary loan service. Through this service we may obtain items for patrons from libraries throughout Wisconsin and the rest of the U.S. which are not available at the Pewaukee Public Library or at any other CAFÉ Library in Waukesha County.

Interlibrary loan (ILL) is the process whereby library materials, or copies of materials, are requested by, received by, or provided by one autonomous library to another. The libraries involved in ILL are not under the same administration. For the purposes of this policy, ILL is the transfer of materials between the Pewaukee Public Library and any library outside of *the* CAFÉ Consortium.

ILL requests are made through the Library's Reference/Adult Services Department by phone, e-mail or in person. A valid CAFÉ library card is required to make a request.

Patrons are limited to five (5) active ILLs at any one time, including ILL materials that are in their possession or are in process. Because of the guidelines for the State ILL service, we will not request any materials that we do not lend out. This includes new materials (less than six months since publication), entertainment DVDs, and formats that we do not own such as microfilm, microfiche, film strips, record albums, etc.

Although libraries make every effort to loan material as they are able, requesting an item via ILL does not guarantee it will be lent. When an ILL is received for a patron, the patron will be notified either by phone or e-mail that the item is ready for pick up.

The loan period for an ILL item is determined by the lending library and is strictly honored by the Pewaukee Public Library. There is no grace period on ILL materials. Pewaukee Public Library late, lost and damaged book charges (as stated in the Circulation of Materials – Loan Periods & Fine Schedules policy) may be applied to ILL materials. Any additional fees assessed by the lending library for items which are excessively late, damaged or lost will be the responsibility of the borrowing patron. ILL materials cannot be renewed.

ILL is an added service offered by the Library. Patrons who violate this policy or take unfair advantage of the service may have their ILL privileges suspended temporarily or permanently by the Library Director.

Adopted by the Pewaukee Public Library Board of Trustees: January 19, 2011