



Elmwood Park

PUBLIC LIBRARY

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## NON-SWAN InterLibraryLoan Policy

### Definition

Interlibrary loans (ILL) are transactions in which library materials are loaned from one library to another. Elmwood Park Public Library endorses the ILLINET interlibrary loan code. Non SWAN refers to any library outside the SWAN consortium.

### As a Lender

Requests:

All requests from non-SWAN libraries that are within Illinois may be submitted via fax, mail, telephone, American Library Association form (or equivalent), OCLC WorldShare or through RAILS (Reaching Across Illinois Library System) delivery. Out-of-state requests must come through OCLC WorldShare. OCLC (Online Computer Library Center, Inc.) is “a worldwide library cooperative, owned, governed and sustained by members since 1967. Our public purpose is a statement of commitment to each other—that we will work together to improve access to the information held in libraries around the globe and find ways to reduce costs for libraries through collaboration.” – [www.oclc.org](http://www.oclc.org)

As a lender, Elmwood Park Public Library shall search, locate, send, reply or cancel all ILL requests within four working days. Elmwood Park Public Library reviews the OCLC WorldShare message file within 72 hours and responds to every request within 4 working days. Loans are free to ILLINET libraries. ILLINET is the Illinois Library and Information Network, a statewide library alliance representing the 5,000+ academic, public, school and special libraries.

### Materials Loaned:

All catalogued materials owned by the Elmwood Park Public Library are available for interlibrary loan, with the exception of current month periodicals, reference materials and some special collections. Reference materials may be loaned at the discretion of the Head of Adult Services or Head of Kids and Teens. Loan periods are usually 28 days; they may be longer on request. Renewals for all materials are 14 days, unless on reserve. There is a limit of one renewal with the exception of DVDs, which may not be renewed. Borrowing libraries are responsible for lost or damaged items. We do not accept photocopy requests.

### Lost and Damaged Materials:

The borrowing library will be assessed the replacement cost, any overdue fees and a \$5.00 processing fee for a lost or damaged book.

### As a Borrower

Requests:

Non SWAN Interlibrary Loan service is offered to all Elmwood Park patrons holding a valid public library card. Residents from other public libraries in Illinois that participate in reciprocal borrowing may request material from the SWAN consortium. Patron accounts must be in good standing. We ask that patrons limit their requests for non-SWAN material to no more than 5 items at a time.

Requests will be sent via OCLC WorldShare mail. The Elmwood Park Public Library will request only those items that are not owned by any of the libraries within the SWAN consortium. The Elmwood Park Public Library will be responsible for all loans made to patrons through the library. The Elmwood Park Public Library is a member of the ILLINET group of libraries, and as such should receive loans within the state free of charge.

Patrons will be offered the option of searching outside the state for the item when they place the request. If they agree to this and the item is lent by a library outside the state of Illinois, a \$3.00 fee will be applied to the patron's card upon receiving the item and the patron is responsible for paying it, even if they do not pick up the item.

Patrons will be notified when materials arrive at the Library. Material will be held at the Circulation Desk. The patron will have 7 days from the date of notification to pick up the material. If an item is not picked up within this time frame, it will be sent back to the lending library. Interlibrary Loan items from non-SWAN libraries cannot be renewed.

#### Returns:

Materials from ILLINET libraries will be returned through ILDS delivery. If a loan is from out of state, it will be returned per instructions from the lender. If library material is returned damaged or if material is lost, the patron will be charged whatever the owning library asks to replace the item.

#### Contact Information:

Elmwood Park Public Library  
Interlibrary Loan  
1Conti Parkway  
Elmwood Park, IL 60707  
Phone: 708-453-7645  
Fax: 708-453-4671  
OCLC symbol: T02

#### Policy Review and Revision

Elmwood Park Public Library Board of Trustees will review this document at least biennially.

Approved and Adopted by Library Board, August 2003

Reviewed and Updated, March 2007, December 2013, November 2015, October 2018



1 Conti Parkway, Elmwood Park, IL 60707  
708.453.7645 | [www.elmwoodparklibrary.org](http://www.elmwoodparklibrary.org)

