

# **Universal City Public Library InterLibrary Loan Policy**

## **DEFINITION & PURPOSE**

InterLibrary Loan (ILL) allows library patrons to obtain materials not owned by the Universal City Public Library (UCPL) from other libraries across the state and to lend materials found at UCPL to other libraries. ILL serves as a supplement to, not a substitute for, collection development at the local level.

## **WHO CAN USE INTERLIBRARY LOAN (ILL) SERVICES**

ILL is currently offered to Universal City Public Library adult cardholders that reside within the limits of the City of Universal City. Borrowers must have a valid and active UCPL library card, be in good standing (no overdues, fines, or fees), and be an active member for at least 90 days. Patrons from other libraries wishing to borrow an item from the UCPL should make their requests through their own library.

## **WHAT MATERIALS CAN BE BORROWED & RESTRICTIONS**

Lending libraries decide whether a particular item can be loaned. Generally, most libraries will not lend:

- Newly published material within the last 6-12 months.
- Old, rare, or valuable material
- Reference material
- Genealogical or Texana material
- Periodicals and newspapers
- Material in high demand
- Titles on the New York Times or Publisher's Weekly bestseller lists
- Multiple copies of a title
- Titles not yet published
- DVD's and Audiobooks

The lending library may impose restrictions on material loaned, including requiring that the material be used only in the borrowing library. Patrons are urged to keep this information in mind before making a request. Patrons are limited to five (5) active requests at a time. This includes pending requests and items currently checked out. ILL checkouts count towards the twenty (20) item checkout limit.

## **HOW TO REQUEST AN INTERLIBRARY LOAN**

Patrons can request an ILL in person, by e-mail, or via your online account. Generally, you will need to submit the following information:

- Author
- Title
- Year of publication
- Type of material (book, DVD, audiobook, etc.)

## **TURNAROUND TIME & LOAN PERIOD**

The UCPL participates in the Texas Armadillo Network Interlibrary Loan system, serviced through the Texas State Library and Archives Commission. Requests are placed electronically and UCPL submits requests on behalf of the patron. Service is given as quickly and inexpensively as possible.

Depending on availability of the material, location of the lending library, and shipping method, some materials may take as few as two weeks or as many as twelve weeks to receive an item. Should a patron wish to cancel a request or if the item is no longer needed, notification must be received via email or telephone to the library.

The lending library determines the length of time for which the material is loaned. Generally, ILL materials may be borrowed from the UCPL for three (3) weeks and may not be renewed.

Patrons are urged to return ILL materials by the specified due date. ILL service will be suspended for those who abuse the privilege, including those who repeatedly fail to pick-up requested material or who fail to return materials on time.

## **FEES**

UCPL does not charge fees to borrow items, but patrons are responsible for all fees/fines incurred if the material is lost or damaged. The lending library determines the replacement costs and fees. No replacements for the material are accepted. No refunds will be made for lost and paid ILL materials that are subsequently found. Refunds cannot be issued after payments have been processed.

Occasionally, other fees may be assessed by the lending library, such as for photocopies, postage, loan fees, etc. UCPL will obtain authorization from the patron before ordering material for which there is a charge. Patrons that fail to claim the material borrowed for them will still be expected to pay any fees incurred.

## **PATRON NOTIFICATION OF ARRIVAL OF ILL**

Patrons are notified by email or telephone when the material is ready for pick-up. Items are kept at the Circulation Desk for seven (7) business days after the patron is notified. Any materials not picked up within seven (7) business days after notification is given will be returned to the lending library at the patron's expense. A return postage fee at the current postal rate will be added to the patron's account for each item not picked up.

## **BORROWER RESPONSIBILITIES**

Patrons utilizing ILL services are responsible for any materials lost or damaged while checked out to them. Charges for lost or damaged materials are determined by the lending library. No refunds will be made for lost and paid ILL materials that are subsequently found. No replacements are accepted.

## **LOANING TO OTHER LIBRARIES**

ILL requests are accepted by other libraries depending on staff and resource availability. UCPL will not loan:

- Books published within the last 12 months
- Titles on the New York Times or Publisher's Weekly bestseller lists
- Materials designated as "high demand"
- Reference, Texana and local history materials
- Periodicals and newspapers
- Multiple copies of a title
- DVD's
- Audiobooks
- Rare or fragile items
- Titles not yet published

All materials will have a loan period of six (6) weeks. No materials may be renewed.

UCPL does not charge any fees for lending materials. If an item is lost or damaged, a replacement fee and processing fee of \$5.00 will be billed to the borrowing library. Refunds cannot be issued after payments have been received and processed.