



Interlibrary Loan Policy

INTRODUCTION

Interlibrary loan is the process by which a library requests material from, or supplies material to, another library. Manteno Public Library participates in two types of interlibrary loan: **PrairieCat Requests** and **Out-of-System Requests**. In both instances, the material requested will be sent to the Manteno Public Library and patrons can check the material out using their library card.

It's important to note that interlibrary loan is not a substitute for the library's collection, but rather a supplement to it. Therefore, we exhaust all local resources first before requesting items from libraries outside of our system. *The Manteno Public Library endorses the Illinois State Library's ILLINET Interlibrary Loan Code.*

PRAIRIECAT REQUESTS (IN-SYSTEM)

As a fully participating member of the PrairieCat consortium, the Manteno Public Library shares an automated online catalog with other member libraries. This means that Manteno Public Library patrons can request materials owned by other PrairieCat libraries at no charge. However, some items may not be eligible for holds, and this is at the discretion of the owning library.

When requesting materials, patrons can either ask a staff member to place the hold, or they can do so themselves using the PrairieCat online catalog. Once the requested item becomes available, the automated system will notify the patron and hold the material for 6 business days. If the material is not picked up within the designated time period, the next patron on the waiting list will be notified of its availability. If no other patrons are waiting to use the item, it may either be sent back to the owning library or returned to general circulation.

OUT-OF-SYSTEM REQUESTS

Manteno Public Library (MPL) cardholders in good standing are eligible for out-of-system interlibrary loan services and may request up to 5 items at a time. Requests can be made in person at the circulation desk or over the phone. However, MPL will not request items that it does not loan to other out-of-system libraries. These items include, but are not limited to, reference materials, magazines, feature film DVDs, and new items less than six months old. The owning library may also determine that additional items are not eligible for interlibrary loan.

Fees may apply for certain out-of-system requests. If this is the case, the requesting patron will be notified of the fee and given the option to accept or decline. If accepted, payment must be made to MPL before we can proceed with the request, and if payment is not provided within 6

days, the request will be cancelled. It is also important to keep in mind that patrons are responsible for all photocopy fees charged by the lending library.

When the requested material becomes available, the automated system will notify the patron and hold the material for 10 business days before returning it to the owning library. Regardless of when the patron picks up the item, it is checked out with the due date assigned by the loaning library. Renewals are subject to the discretion of the loaning library and are not guaranteed. To renew an item borrowed from out-of-system libraries, please notify MPL staff during normal business hours at least 5 days before the due date. Patrons will be informed of the renewal request's status and new due date (if approved) as soon as possible. Renewals for out-of-system interlibrary loans are not available through PrairieCat.

Patrons are responsible for returning items in good condition and within an acceptable time frame. In the event that an item is lost or damaged, the patron will be held accountable for all overdue fines (\$1.00 per day), the item's replacement cost, and any processing fees charged by the owning library.