



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

Policy: **Interlibrary Loan**

Approved: **March 28, 2018**

Purpose

This policy is necessary for the special considerations that come with Interlibrary Loan (ILL). When writing this policy generally accepted practices for ILL have been taken into consideration.

Policy

Lending Material

Upon receipt of ILL requests via WISCAT, fax, telephone or email, the Antigo Public Library will follow the Wisconsin ILL Guidelines for loaning materials, except for rare materials, which must have the approval of the library director.

Materials are loaned without charge. Whenever possible, articles will be photocopied without charge from any materials that are not typically loaned. Normal photocopying charges will apply if an excessive amount of material is requested (i.e. more than 15 pages).

ILL loans to other libraries will be made for a period of 28 calendar days plus transit time, with the exception of movies and music formats which will be lent for a period of 21 days plus transit time.

If our library is unable to fill a request, notice of this inability will be sent within two business days of initially receiving the request.

A request for a renewal of the loan period by the borrowing library will be honored if no reserve has been placed on the material in V-Cat. Only one renewal will be allowed.

If the borrowing library fails to return the ILL material, or returns it damaged beyond reasonable repair, that library will be charged for the full replacement cost of the item, plus a \$5.00 processing fee.

Borrowing Material

All patrons with a valid library card and who are in good standing may request an ILL. Patrons may submit a written request for an ILL item or may make a patron-initiated interlibrary loan through WISCAT on the library's website. Patrons must provide a phone number in order for an ILL request to be processed. The library will carefully screen all ILL requests in conformance with the WILS (Wisconsin Interlibrary Loan System) lending policies and copyright restrictions. The library reserves the right to refrain from requesting materials which our experience indicates will not be loaned or which materials we choose to purchase for our own collection.



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Patrons may have up to five circulating ILL requests at any given time.

Requests for individual items can be made at any time, but the library cannot guarantee when an item will arrive. Fulfillment of requests is dependent on item(s) availability and the policies of the lending libraries.

All Interlibrary Loan requests will be processed via the state's online union catalog: WISCAT. The library will attempt to notify the patron of the receipt of ILL materials within 48 hours.

Loan periods for borrowed materials, including renewals, are regulated solely by the lending library; they may vary from this library's loan periods. Renewals are contingent upon the lending library's approval. Patrons will be charged fines for ILL materials returned after their due date. Fine levels will be the same as those levied by the Antigo Public Library for its own item types.

Should a patron damage or fail to return an ILL item, the owning library will charge the Antigo Public Library for its replacement cost, plus administrative fees. All such charges will be added to the patron's library account.