

# Interlibrary Loan (ILL)

## ILL Borrowing

The Auburn Public Library will honor requests from registered library patrons in good standing for materials not available in its collection, with the following exceptions or conditions:

- To ensure accuracy when fulfilling requests, as much information as possible about the item is needed for all requests, including a citation. Library staff can assist patrons in obtaining appropriate information.
- Each patron will be limited to two (2) active requests at any given time. Active requests include those being researched by staff, those with materials in transit, and those with materials currently checked out to the patron.
- The following are not available via interlibrary loan (ILL):
  - Books published within the previous twelve (12) months
  - Books on current bestseller lists or those receiving any other type of heavy usage or attention
  - Textbooks
  - Audio-visual materials, microforms, and other non-book formats
  - Items usually requested as “document delivery services,” including copies of magazines and journals not available through the Library’s online resources
  - Multiple copies of requested titles
  - Rare, one-of-a-kind, excessively expensive, and/or irreplaceable items
- The Auburn Public Library reserves the right to deny an ILL request if attempting to fulfill the request is deemed to be not in the best interest of the Library.
- Students from Auburn University or any other higher education institution should consult with their institution’s library to request items on class bibliographies. Items instructors may have placed on reserve at their institution’s library should be requested there.
- Faculty, staff, and students with borrowing privileges at Auburn University’s library or any other local higher education institution will be asked to use their institution’s ILL service for requests related to academic assignments or scholarly research.
- Requests for genealogical materials are generally not accepted unless a complete bibliographical citation is available and names of people to be researched are stated.
- The Library staff cannot guarantee how long it will take to obtain materials via ILL.
- All conditions set forth by the lending library will be honored.
- Renewals are not permitted on items obtained via ILL. Each item must be returned by the due date shown on the ILL sleeve.

## ILL Borrowing Policies

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- All conditions set forth by the lending library will be honored.
- Renewals are not permitted on items obtained via ILL. Each item must be returned by the due date shown on the ILL sleeve.
- Patrons must agree to accept full responsibility for items borrowed while the items are in their care. Overdue fines for ILL items are charged at a rate of \$1.00 per item, per day, up to the full replacement cost of the item. Patrons must agree to pay in full any and all bills for materials lost, stolen, or damaged, including the full replacement price charged by the lending library and any processing fee that may be charged by the lending library.
- Abuse of the ILL service, including excessive lost/damaged materials or overdue materials, may result in permanent revocation of ILL privileges.

## **ILL Lending**

The Auburn Public Library will honor requests from other libraries for loan of its materials following the same conditions for borrowing materials as noted above. The following are some exceptions and/or additional conditions particular to lending:

- Requests made by telephone are not accepted. A written request will be required.
- The Library reserves the right to deny any request for materials from another agency when need by local patrons is anticipated.
- Items are sent on loan for a period of six (6) weeks.
- Renewals may be granted at the discretion of the ILL team.
- Any borrowing library that fails to return a book on loan, after a sufficient waiting and notification period, will be billed for the retail cost of the book.
- The Auburn Public Library reserves the right to set forth special conditions on books loaned.