Little Elm Public Library
Interlibrary Loan Policy

What is Interlibrary Loan?
“Managed by the Texas State Library and Archives Commission, the statewide interlibrary loan (ILL) program assists Texas public libraries in meeting the accreditation criteria to offer to borrow and lend materials with other Texas public libraries. ILL services enable library users across the state to access materials not available at their local library, and no library can own every item” (https://www.tsl.texas.gov/landing/ill.html)

Borrowing Policies:
1. The Little Elm Public Library (LEPL) participates in the interlibrary loan program that permits the library to borrow materials for its patrons from other libraries. Patrons using ILL services must have a LEPL card and be a member in good standing (no overdue items or fines, etc.).
2. Books and photocopies of articles from periodicals not owned by LEPL may be requested for loan through interlibrary loan. Recordings, microfilm, and genealogy materials may be requested but are often difficult to obtain.
3. Normally materials borrowed from other libraries can only be sent for the loan period specified by the lending library. Renewals may be granted on a case-by-case basis at the discretion of the lending library.
4. **Renewal requests should be made at least a week in advance of the borrowed item due date. Renewal requests can be made in person, or by calling or emailing the library (214-975-0430 / library@littleelm.org). Please note, renewals are not guaranteed as the lending library makes the decision based upon their own policies and needs.**
5. Loss of ILL privileges may result if: 2 (two) interlibrary loans are returned overdue, or 2 (two) interlibrary loans are not picked up by the patron.
6. LEPL applies a black and white paper note to all ILL materials, typically applied to the back of the item. This note is to remain on the item at all times and be returned with the item. This note details the due date for the item; the item barcode number; and the patron’s initials.
7. Once an ILL item is received from the lending library, LEPL will automatically check the item out to the patron who made the request. An email will be sent to the patron who requested the item, alerting them to item on hold for them. (It is the responsibility of the patron to ensure that their contact information is current and correct).
8. Interlibrary loans will be kept on hold for patrons up to **one (1) week** before LEPL sends them back to the lending library (i.e., if the patron has not picked up their item within 7 (seven) days, the item will be returned to the lending library).
9. LEPL does not charge for ILL services, however, the patron is responsible for charges or fines imposed by the lending library. Every attempt will be made to borrow items from libraries that do not charge fees for loaning materials. Patrons will pay any expenses incurred in ILL, except return postage, which will be paid by the
library. If a patron does not wish to borrow an item in which charges are imposed, then this must be stipulated when the request is made.

10. Fines for overdue materials and processing costs for lost items will vary with the lending library and are the responsibility of the patron.

11. Patrons may only request five ILL items at a time.

12. Requests that staff determine may violate copyright laws will not be accepted. Photocopies received through interlibrary loan will be stamped with a notice of copyright.

13. **All ILL items borrowed by patrons through LEPL can only be returned to LEPL.**

14. All ILL items must be returned to the front desk of LEPL. No ILL items should be returned to a library return box.

**Lending Policies:**

15. Any decision to loan materials from LEPL to another library is made at the discretion of the library staff. The library does not loan current materials released within the past 6 (six) months.

16. Items owned by LEPL, but checked out to one of its patrons, will not be recalled in order to lend the item to another library.

17. The loan period for materials from LEPL to another library is six (6) weeks.

18. Materials may be renewable on a case-by-case basis, at the discretion of the library staff.

19. LEPL will notify the borrowing library when unable to fulfill requests.

20. A statement of LEPL’s current ILL policies is available online at https://www.littleelm.org/1552/Policies

**More information about the ILL system, including Texas State Library policies and updates, is available here:** https://www.tsl.texas.gov/landing/ill.html