

**Section:** Service

**Subject:** Interlibrary Loan Lending Policy

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**Effective Date:** June 15, 2005

**Summary:** To make the widest variety of materials available to library users, Olathe Public Library lends materials from its collection to other libraries regardless of their type or location. Materials are lent to all libraries, including all public and private school libraries. The guidelines define the nature and limits of the service.

**Policy:**

**Interlibrary loan lending guidelines:**

These guidelines comply with current interlibrary loan (ILL) practices both nationally and locally. The guidelines help ensure a balance of collections and services to all library customers, including those who use interlibrary loan and those who directly use library facilities.

**Receiving Requests:**

Requests from other libraries may be received through the Kansas Library Catalog (KLC) website, the OCLC website, e-mail or on an ALA form either in the mail, by phone or by fax.

**Filling Requests:**

Requests are filled with materials in the Olathe Public Library collection only. Materials that ordinarily circulate to Olathe Public Library users may be sent out on interlibrary loan.

**Loan Period:**

Materials are charged to the requesting library for a period of 35 days. Most items can be renewed for an additional 35 days by contacting the ILL department.

**Fines and Fees:**

No fines are assessed for materials that are returned late. Materials lost or damaged will be charged to the borrowing library according to the guidelines set forth in the Lost and Damaged Library Materials Policy #30-000-01.

**Charges for lending:**

There are no charges for interlibrary loans, including photocopies.

**Library to library service:**

Interlibrary loan is a service that operates through cooperating libraries, not directly to library customers. Customers who want to borrow Olathe Public Library materials through interlibrary loan from another library need to go through that library to obtain the materials.