

## A. PURPOSE

1. InterLibrary Loan (ILL) is the borrowing and lending of materials between Ada Community Library (ACL) and libraries outside the LYNX Consortium courier system.

## B. BORROWING

### 1. Eligibility

- Anyone with a current ACL library card may make requests for ILL service.
- No ILL service will be allowed on cards with a \$10 or greater charge on the patron account.

### 2. Requests

- If ACL or other local consortium library does not have the material a patron requests, and after all resources within the library are utilized including potential purchase of the material InterLibrary Loan services will be offered.
- ILL requests are initiated through an online form provided on the library's website
- Requests for photocopies of magazine, journal, or newspaper articles are available through ILL. These items are non-returnable. ▪ ACL cannot guarantee loan or delivery dates. Patrons will be notified when ILL materials have arrived. ACL will protect user privacy and confidentiality in ILL material transactions as described in the Right to Privacy Policy.

### 3. Limits

- Patrons are limited to three (3) active requests per card at a time. ▪ ILL service is not available for copyright material 12 months from publication date, books on the bestseller list, or any items owned by ACL or courier-served LYNX! consortium libraries.
- ACL follows the provisions for fair use specified in the Federal Copyright Act regarding photocopies.
- ACL follows the Interlibrary Sharing Guidelines set by participating libraries.
- Requests for microfilm/fiche materials will not be accepted.

### 4. Fees

- ILL service is free of charge to patrons unless the loaning library charges a fee. The patron should indicate on the

form the amount they would be willing to pay. ACL will borrow from libraries with no loaning fees whenever possible.

- Unclaimed loans will result in a handling fee of \$4.25 per item. ▪ ILL renewals are allowed only at the loaning library's discretion.
- Lost items will be charged at the replacement cost determined by the loaning library.
- ACL will absorb postage and insurance costs for ACL's portion of borrowing.

### **C. LENDING:**

#### **1. Eligibility**

- Any legally established U.S. library may request materials from ACL thru ILL.

#### **2. Requests**

- Requests will be accepted via Standard ALA InterLibrary Loan format.

#### **3. Limits**

- ACL follows the provisions for fair use specified in the Federal Copyright Act regarding photocopies.
- ACL follows the ReShare Interlibrary Sharing Guidelines.
  - ILL service is not available for current year copyright material, or books on the bestseller list. ACL reserves the right to determine what materials are available to borrowing libraries.

#### **4. Fees**

- Overdue fines will not be charged to libraries borrowing ACL material.
  - ACL will absorb postage and insurance costs for ACL's portion of lending.

*Approved by the Board of Trustees, November 15, 2005, Revised, May 18, 2010, Revised, September 20, 2011, Revised, October 19, 2017, Revised, October 18, 2022, Revised, April 15, 2025, Revised, July 15, 2025*