

	Authorized By:	<b>Salt Lake County Library Board of Directors</b>	
	Subject:	<b>Interlibrary Loan (ILL) Borrowing Policy</b>	
	Effective Date	Version #	Revision Date
	August 26, 2013	4	July 29, 2019

## Policy Statement

Interlibrary Loan (ILL) offers Salt Lake County Library Services (The County Library) patrons the opportunity to request and receive materials that are not owned by The County Library. Through ILL, patrons have access to the circulating collections of all the library systems in Utah, as well as universities and public library systems throughout the United States. The County Library will make every effort to borrow materials from other Utah libraries or out-of-state libraries if not available in Utah.

## Regulations

### 1.0 Interlibrary Loan Services

- 1.1 ILL services are available to anyone with a valid County Library account “in good standing.”
- 1.2 “In good standing” means their account is not blocked pursuant to the threshold given in our Fines & Fees Policy (see [Fines & Fees & Policy](#)).
- 1.3 The County Library reserves the right to limit the number of ILL requests.

### 2.0 Circulation of ILL Materials

- 2.1 Materials may be requested electronically via our web page or with the assistance of a librarian at one of our branches.
- 2.2 The renewal of ILL material is dependent upon the restrictions set by the lending library.
- 2.3 ILL materials can be returned to any County Library branch.
- 2.4 ILL materials may only be renewed through the Telephone Customer Service Department. They cannot be renewed at a branch.

### 3.0 Materials that are not available through ILL

- 3.1 The following materials are not available through Interlibrary Loan:
  - 3.1.1 Materials currently available at The County Library, even if there is a waiting list
  - 3.1.2 E-books or e-documents/articles

3.1.3 Ephemeral items (such as pamphlets)

3.1.4 Text books

## **4.0 Restricted Materials**

4.1 The County Library follows instructions from the lending library concerning the use of their materials.

## **5.0 Fines and or Fees Associated with ILLs**

5.1 Patrons will pay any expenses incurred, except return postage, which is paid by The County Library.

5.1.1 Expenses may include:

5.1.1.1 Book charges

5.1.1.2 Copying expenses

5.1.1.3 Postage if the borrowing library must pay postage both ways.

5.1.1.4 Replacement costs

5.1.1.4.1 Patrons will be billed, as billed by the lending library, for materials that are not returned. This may include processing costs as well as the replacement cost of the item.

5.1.1.5 Special handling costs as set by the lending library

5.1.1.6 Missing lending labels

5.1.1.6.1 If the lending labels have been removed a fine will be assessed to the patron (see [Fines & Fees Policy](#)).

5.1.1.7 Overdue costs (see [Fines & Fees Policy](#)).

5.1.1.8 Any other charges such as damage to materials.

5.1.1.9 A charge may be assessed if the ILL information sheet (book strap), attached to the material by The County Library, is not attached when the material is returned.

### **Authorized by**

Adopted by the Salt Lake County Library Board of Directors, August 26, 2013.

Revised and approved by the Salt Lake County Library Board of Directors, July 18, 2016.

Revised and approved by the Salt Lake County Board of Directors, August 28, 2017.

Revised and approved by the Salt Lake County Library Board of Directors, July 29, 2019.

Reviewed by Policy & Procedures Committee, May 19, 2022.

Date to be reviewed: 2027