SALT LAKE COUNTY LIBRARY	Authorized By:	**Salt Lake County Library Board of Directors**	
	Subject:	**Interlibrary Loan (ILL) Lending Policy**	
	Effective Date	Version #	Revision Date
	October 28, 2013	4	January 27, 2025

Policy Statement

Salt Lake County Library (The County Library) participates in the Interlibrary Loan (ILL) system and provides library materials to other libraries within the state of Utah and throughout the United States as well as all countries. The County Library observes the provisions of the Interlibrary Loan Code for the United States https://journals.ala.org/index.php/rusq/article/view/6005/7670 as well as the Interlibrary Loan Code for Utah https://library.utah.gov/wp-content/uploads/2018/08/Interlibrary-Loan-Code-for-Utah-2011.pdf.

Regulations

1.0 Interlibrary Loan (ILL) Services

1.1 The County Library lends to all libraries whether or not they participate in the ILL system.

1.2 Interlibrary Loan requests are accepted through the Online Computer Library Center (OCLC) from libraries on behalf of individuals.

1.3 Requests that come from libraries that are affiliated with the American Library Association (ALA) that do not participate in the Interlibrary Loan program are accepted by email or mail. Faxed requests are not accepted.

2.0 Lending of ILL Materials

2.1 The lending period is eight (8) weeks.

2.2 The County Library makes every effort to make available the broadest range of materials for Interlibrary Loan with the following exceptions:

Newspapers

Magazines

Reference Materials

Electronic Materials

Microfilm

Last Copy

Library of Things materials, including Kits and Playaway tablets

Audio-enabled books (Wonderbooks, Vox books, etc)

3.0 Fees & Payments Associated with Materials Loaned through ILL

3.1 We do not charge late fees for ILL materials.

3.2 We do charge for lost or damaged items according to our Fines & Fees policy. (See Fines & Fees Policy).

4.0 Renewals & Overdues

4.1 ILL materials may be renewed for one additional period of 0-14 days.

4.2 The County Library will send at least one courtesy reminder on overdue materials.

4.3 Items not returned after 120 days will be considered lost and the borrowing library will be invoiced for the cost of the item plus a processing fee pursuant to the amount set forth in our Fines & Fees Policy. (See Fines & Fees Policy).

Authorized by

Approved by the Salt Lake County Library Board of Directors, October 28, 2013.
Revised and approved by the Salt Lake County Library Board of Directors, July 18, 2016.
Revised and approved by the Salt Lake County Library Board of Directors, July 29, 2019.
Revised and approved by the Salt Lake County Library Board of Directors, January 27, 2025.

Date to be reviewed: 2028