

HORTONVILLE PUBLIC LIBRARY

INTERLIBRARY LOAN POLICY

Interlibrary loaning (ILL) is an extra borrowing privilege provided to card members of the Outagamie-Waupaca Library System and the adjoined consortium. When desired materials are unavailable through our online catalog or online resources, this service allows patrons the opportunity to locate the item throughout the WISCAT: Wisconsin Resource Sharing online database. The Hortonville Public Library will use the following policy in regards to interlibrary loan usage.

1. Patron accounts must be current and considered in “good standing,” i.e. fines and/or fees are less than \$5.00. This also applies to libraries placing ILL requests on Hortonville Public Library materials.
2. Patrons may not request items that are currently owned within our library consortium. However, if assistance is needed to place holds on items within our system, library staff can provide that support.
3. Patrons must follow any conditions for ILL-borrowed materials as set by the owning library, including return date and financial responsibility.
4. Items borrowed through ILL means have an overdue fine of \$1.00/day as determined within our computer integrated borrowing system.
5. Patrons are allowed *one* renewal of ILL-borrowed items; however, the availability of a renewal is determined by the owning library and the renewal request may take a few business days to complete.
6. Any replacement cost for damaged items is determined by the owning library and will be charged to the borrower.
7. Items requested through ILL means must be picked up and returned to the Hortonville Public Library.
8. Patrons may request more than one copy of an ILL item at the discretion of the Library Director.
9. Items that are less than 6 months old are unavailable for request through ILL means.
10. Textbooks, videogames, and electronic resources are unavailable for request through ILL means.

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