



## **Interlibrary Loans**

The Morton Grove Public Library circulation policies and procedures, the policies detailed in the current "ILLINET Interlibrary Loan Code" of Illinois, and all other applicable regional and state interlibrary loan policies will be observed. This policy applies to interlibrary loan material requested by/received from outside of [Cooperative Computer Services \(CCS\)](#), our shared local catalog system.

### **Requests by Morton Grove Public Library Resident Cardholders**

- Loan and photocopy requests will be accepted from registered Morton Grove Public Library cardholders.
- Library staff reserves the right to limit multiple requests. Patrons may have a total of fifteen (15) interlibrary loan items requested and/or checked out at any time. This limit does not apply to any items requested/received from libraries in CCS.
- The Library will not request through interlibrary loan any material owned by the Morton Grove Public Library unless an item is missing, long overdue, or unavailable from another library in CCS.
- Requests for multiple copies of a single title shall be handled on a case by case basis. Circulation of items will be to individuals, not groups. The individual borrower assumes all responsibility for renewal of material and/or overdue fines.
- The Library will not request types of material that the Library does not make available for loan to other institutions.
- The type of material available through interlibrary loan varies by lending library. All loan periods and borrowing privileges of the lending library will be observed.
- The Morton Grove Public Library endeavors to obtain material free of charge. However, any fee charged by a lending library will be passed on and assumed by the patron. The patron must approve and agree to pay all such charges before the request is processed.
- The overdue fine for interlibrary loan material is \$1.00 per day per item. If an interlibrary loan item is damaged or lost, the patron will be charged the replacement cost of the item(s) as determined by the loaning library, plus accrued fines. Overdue fines accrue up to the interlibrary loan maximum fine threshold of \$50.00.
- Regularly and/or excessively returning damaged interlibrary loan materials may result in the temporary or permanent revocation of interlibrary loan privileges.

## **Renewals**

- All renewal requests must be made before the interlibrary loan due date.
- The loaning library has the sole discretion of approving requests for renewal. Renewals cannot be guaranteed.
- Should the renewal request be denied by the loaning library, interlibrary loan material must be returned by the given due date. Failure to do so will result in the accumulation of overdue fines.

## **Loans to Other Institutions**

Materials available for loan:

- Books
- Audiovisual material (in-state loans only)
- Magazines (in-state loans only)
- Microfilm (in-house use only)

Materials not available for loan:

- Items less than six (6) months old
- Video games
- Reference material
- E-resources

Loan Periods and Renewal

- All items are loaned out for the standard loan period plus one (1) week.
- Any item not on reserve can be renewed up to two (2) times for the standard loan period.

Photocopies/Facsimiles/Email

- Up to twenty (20) pages may be photocopied, faxed and/or scanned, within copyright limits, and sent via regular mail, fax and/or email.

*Adopted by the Morton Grove Public Library Board of Trustees December 10, 1992.  
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