

HINSDALE PUBLIC LIBRARY

INTERLIBRARY LOAN POLICY

The Hinsdale Public Library makes every effort to maintain a collection that satisfies the needs of its patrons. When patrons request material not available in the library's collection, the library provides interlibrary loan service in order to accommodate these requests. Typically this includes borrowing desired materials from other libraries and obtaining copies of periodical articles. The library also recognizes an obligation to make its collection available to the patrons of other lending libraries in a fully reciprocal manner.

The Hinsdale Public Library observes established standards for Interlibrary Loan borrowing and lending. These standards (appended) include:

National Interlibrary Loan Code for the United States
Illinet Interlibrary Loan Code
ILLINET Online Library Resource Sharing Code
Metropolitan Library System Interlibrary Loan Policy
Statement

The Hinsdale Public Library provides interlibrary loan service for all Hinsdale Public Library cardholders.

Requests for interlibrary loans may be made in person, by telephone, or by electronic means to the library's Reference and Adult Services or Youth and Young Adult Services Departments. Materials available within Metropolitan Library System may also be requested directly from the SWAN Online Catalog.

In order to best serve all Hinsdale Public Library cardholders, patrons may have no more than ten (10) interlibrary loan and/or article requests in process at any given time.

The library passes on to patrons any fees or charges which we are assessed in borrowing materials, but patrons should be informed about the potential for these charges beforehand. Photocopies are assessed a per-page charge unless a flat fee is assessed by the lending library or by the Metropolitan Library System Interlibrary Loan Office.

INTERLIBRARY LENDING

The following items are not available for loan: reference items, newspapers, microfiche and microfilm. Within the state, the library will generally lend all formats that we lend within our system. The library will not lend audiovisual formats outside the state.

ILL requests for Hinsdale Public Library materials are accepted only from other libraries, not from individual patrons.

FINES

A Fine Schedule is available from the Circulation Department. If materials borrowed for Hinsdale patrons are lost or damaged, the patron can expect to pay the replacement cost of the material plus a processing fee.

Libraries whose patrons lose or damage Hinsdale Public Library materials lent on Interlibrary Loan are billed the replacement cost of the materials plus a processing fee.

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