

River Forest Public Library ILL and Photocopy Guidelines

Requests made to River Forest Public Library by other libraries:

Requests may be submitted by OCLC, and mail/fax (ALA form or equivalent required). Phone requests must be followed up with appropriate documentation (OCLC or ALA form).

Item loans will be sent by van within Illinois and by mail or UPS outside of Illinois. Other delivery methods will be at the Library's discretion and may be at the requestor's expense. See "Photocopies" for article requests.

The library reserves the right to reject requests not in compliance with national and state interlibrary loan codes, and will not fill requests for items owned, but checked out, by the requesting library, unless the item is missing or long overdue.

Assuming item and staff availability, loans and faxes will be sent within 72 hrs. Requests received after 4:00 or on a weekend will be treated as if received at 9:00 on the next work day (Mon.-Fri.). Notification of unavailability of requested materials (for loan or fax) will be made according to same guidelines.

Item Loans

Materials available for ILL: books; magazines; AV items.

Microfilm will be loaned for in-library use only.

Reference materials and items less than six months old will not be loaned.

Loan Periods: 3 weeks for books and audio books, 1 week for videos and DVDs. Delivery time of one week will be added to each loan period.

Renewals: Any item not on reserve may be renewed once for an additional loan period.

Charges: There are no charges for any loan.

Out of state libraries must request RFPL material through the Metropolitan Library System.

Photocopies

Up to 10 pages will be provided, within copyright limits. If more than 10 pages are needed, the item itself will be loaned.

RFPL does not assess any charge to other libraries for photocopies.

Faxes

Up to 10 pages will be faxed. If more than the maximum number of pages is needed, the item will be loaned.

Requests made to non-MLS libraries by the River Forest Public Library:

Patrons using ILL services must have a River Forest Public Library card in good standing. Patrons will be notified of any charges before proceeding.

In general, the following items will not be requested:

- Best sellers (while on list of less than 6 months old)
- Ephemeral materials (pamphlets, maps, etc.)
- Textbooks

College and graduate school students must use their academic libraries to obtain textbook loans.

The library will not request any material from a non-MLS library that is owned by any MLS library. Exceptions to this are: if an item is missing or long overdue (more than two months), or requests for extra copies of books for book discussion purposes.

Due dates are set by the loaning library, not by RFPL; ILL items will be checked out with the due date given by the loaning library (up to a maximum of 4 weeks), regardless of when the patron checks the item out.

Patrons may not repeatedly request an item, or have another family member request it for them, in an effort to circumvent the standard loan period plus renewal.

Requests to renew items borrowed from all other libraries may be made by calling the Adult Reference Desk at least three working days prior to the due date; overdue items cannot be renewed. Renewals are at the sole discretion of the loaning library and cannot be guaranteed. In all cases, items may only be renewed once.

Expense may be as follows:

1. Book charges –For materials only obtainable from out-of-state libraries, there is a \$3.00 charge, set by the Metropolitan Library System. (There is no charge on in-state items.)
2. Copying expenses, if any.
3. Microfilm rental – Some research libraries charge for microfilm, and this charge will be passed on to the requesting patron.
4. Overdue costs – patron will be charged for any overdue fine assessed by the owning library.
5. Replacement costs – items not returned shall be billed to patron as billed by the lending library. This may include processing costs as well as replacement cost of item.
6. Patrons will be billed for damage to ILL materials assessed by the owning library.

Photocopy Service

Patrons are responsible for photocopying articles physically available in the library. Photocopy machines are available on both floors of the building.

Patrons are responsible for downloading and/or printing of articles accessible through RFPL's subscription databases. The library provides 2 database computers for patron use.

Patrons are also responsible for photocopying articles available from periodicals held at Dominican University, Concordia University, and Oak Park Public Library.

In many cases, owning libraries set a limit to the number of pages that they will copy and send. Every attempt will be made to request long articles, but RFPL must adhere to the policies of owning libraries. In some cases, the patron may need to visit the owning library in person to obtain an article.

Every attempt will be made to obtain articles from libraries who do not charge, however, in cases where the article is longer than 7 pages as well as requests from all out of state libraries, any direct costs incurred for obtaining an article will be paid by the patron on receipt.

Copyright law limits the number of articles which may be requested from a single periodical title to which RFPL does not subscribe. Because the annual limit for a specialized journal can easily be reached by a single researcher, RFPL will not submit photocopy requests to other libraries for articles needed to support post-secondary course requirements. College and graduate school students must use their academic libraries to obtain articles needed for research so that information from these journals will continue to be available to the general public through RFPL.