

## **Solon Public Library Interlibrary Loan Policy**

### **About Interlibrary Loan Policy**

The purpose of this policy is to explain the process for borrowing and lending library materials with other Iowa libraries through the Interlibrary Loan Program supported by the State Library of Iowa.

### **Interlibrary Loan Policy**

1. The Solon Public Library participates in the statewide Interlibrary Loan Program (ILL). This is a reciprocal system: to be able to borrow materials from other libraries, we have to be willing to loan our materials when requested.
2. The loan period for ILL items is one month and can be extended, when requested.
3. Loans will only be made for items that are at least 6 months past the original publishing date. This rule applies to both items that we are lending and those that we might wish to borrow.
4. Solon Public Library does not currently charge a mailing fee to our patrons for this service. The State Library of Iowa provides IA Shares delivery service between all Iowa public libraries. We cover the cost of mailing to any libraries not included in the IA Shares delivery service.
5. ILL service is available to all patrons in Solon or Johnson County patron groups with a valid Solon Public Library card. Any Open Access patrons are directed to request ILL loans from their home library.
6. We will not request to borrow an item that we already own, unless the patron needs it for a book club and our copy is not available.
7. The patron is responsible for any late or damage fees assessed by the lending library.
8. Solon Public Library Circulation Policy regarding lost or damaged items applies to ILL items. A patron's account will be frozen if they have lost or damaged an ILL item resulting in \$10.00 fees or greater.