

## Interlibrary Loan Policy

The purpose of interlibrary loan (ILL) is to obtain materials not available at Yankton Community Library (YCL) and to provide materials from our collection to other libraries. Interlibrary loan helps to provide enhanced access to library materials and information. The Yankton Community Library observes the South Dakota ILL Code <https://library.sd.gov/SDSL/PUBL/DOC/POL-SDSLInterLibraryLoan-2022.pdf> as well as ALA's National ILL Code <https://www.ala.org/sites/default/files/rusa/content/ILL%20Code%20with%20Explanatory%20Text%202023%20%281%29.pdf>, and U.S. Copyright Laws pertaining to photocopying/ILL.

ILLs are free to eligible patrons with an active Yankton Community Library card. ILLs may be requested electronically on the library's website or in person. Patrons will be notified if the requested material is unavailable. Patrons should expect 2-3 weeks as an average response time. YCL staff may request one renewal on ILL items. Renewals are granted at the discretion of the lending library.

### Limitations:

- Patrons may have 5 active requests at a time, with a limit of 10 requests per month.
- ILL requests cannot be placed on items owned by YCL, with the exception of book club requests.
- ILL fulfillment is not guaranteed. Some requests may not be successful because of local popularity, determined reference material, or because the item is new, rare, extremely valuable or not easily replaceable.
- Due to limits placed by the SD State Library, requested items that are not available on the SD State Library courier service will be requested at the library's discretion.
- ILLs cannot be requested with 30-day trial cards or on restricted cards.
- Due to high postage rates, YCL will not borrow from or lend items to libraries outside of the United States.
- E-books and digital content are not available for ILL.
- Loan periods and other conditions such as library only use are defined by the policies of the lending library.

### Charges:

- There is no charge to request an ILL.
- If a patron requests ILL material and fails to pick it up upon notification by the library, the item will be sent back to the lending library on its due date. A \$5.00 per item fee will be assessed to the patron.
- A \$5.00-late fees may be assessed to YCL patrons on overdue ILLs.
- Lost or damaged ILL materials are subject to the lending library's rules and policies. All charges associated with lost, damaged or overdue ILLs are the responsibility of the borrower.
- YCL staff may assist patrons in requesting special items, such as microfilm reels, from other libraries or organizations. Fees and/or postage costs for special requests will be charged to the patron.
- If items lent to other libraries are lost or damaged, the borrowing library is billed for the replacement value of the material plus a \$5.00 processing fee.
- YCL lends materials to other libraries without charge.