

	<b>THE CORPORATION OF THE COUNTY OF LAMBTON LAMBTON COUNTY LIBRARY POLICY MANUAL</b>			
	Subject:	<b>Interlibrary Loan Policy</b>	<b>Section R02</b>	<b>Index #04</b>
	Effective Date:	October 4, 2023	Approved By: Lambton County Council	
	Revision Date:	August 22, 2023		
	Drafted on:	May 20, 2020		

## PURPOSE

The purpose of this policy is to outline how Lambton County Library (the Library) will use the Interlibrary Loan (ILLO) service operated by the Ontario Library Service (OLS) to meet the needs of its patrons and provide access to materials not available through Lambton County Library collections.

## POLICY

Lambton County Library participates in the Information Network for Ontario (INFO) through its affiliation with the Ontario Library Service (OLS). Lambton County Library adheres to the INFO Resource Sharing Network Participation Policies and Standards (2008 revision).

## RESPONSIBILITY

The responsibility for the implementation of this policy lies with the Manager, Library Services, Community Library Supervisor, Technical Services Supervisor, and Assistant Library Supervisors.

## DEFINITIONS

**"Material(s)"** are any items owned by the Library and used for programming, circulation, or other Library centred services and activities.

**"Format"** refers to the medium of library material.

**"Transitional Membership"** is used for individuals who are unable to provide proof of address.

**"Good standing"** applies to patrons who are not over their borrowing limits, have valid library membership, and do not have fees in excess of allowable limits.

## **REGULATIONS**

### **1. Lending and Borrowing**

- 1.1. ILLO service is available to anyone with a valid Lambton County Library card in good standing, with the exception of the transitional library card borrowing category.
- 1.2. All ILLO requests are first reviewed to determine whether it may be more desirable to purchase the item (using Lambton County Library's Collection Development Policy) rather than to fulfill the ILLO request.
- 1.3. Lambton County Library exercises its right to determine whether to submit or fill an ILLO request based on the age of the material (new or old), condition, format, impact on other borrowers and demand.
- 1.4. Lambton County Library does not borrow from, or lend to, libraries outside of North America.

### **2. Fees**

- 2.1. Some libraries may charge an administration fee to borrow material from their collections. When the material is only available from a lending library that charges fees, the patron will be advised of the fee and required to pay the associated fee(s) before the request is made.
- 2.2. Loan periods and replacement fees are set by the lending library.
- 2.3. Lambton County Library cardholders are responsible for any overdue fines issued by the lending library and fees for loss or damage issued by Lambton County Library or the lending library.
- 2.4. In the event that Lambton County Library provides printed copies of the requested content, patrons are responsible for copying fees in accordance with The Corporation of the County of Lambton Services and Fees Schedule.

### **3. Limits on Usage**

- 3.1. Lambton County Library reserves the right to limit the number of concurrent requests from patrons.
- 3.2. Lambton County Library reserves the right to suspend ILLO privileges for borrowers who habitually fail to pick up or return requested material or who have not paid any applicable fines or fees.
- 3.3. ILLO loans are non-transferable.
- 3.4. Lambton County Library reserves the right to limit the type of material it will lend or borrow. ILLO requests for items such as DVDs, audiobooks, paperbacks, board books, picture books and early readers will not be accepted.

## **ASSOCIATED DOCUMENTS**

The Corporation of the County of Lambton Services and Fees Schedule  
INFO Resource Sharing Network Participation Policies and Standards (2008 revision)

Lambton County Library Collection Development Policy (R02.03)  
Lambton County Library Interlibrary Loan Guidelines

**POLICY HISTORY**

<b>REVISION</b>	<b>DATE</b>	<b>PREPARED BY</b>
Revised	August 22, 2023	Manager, Library Services
Revised	December 30, 2021	Manager, Library Services
Revised	July 2, 2020	Manager, Library Services
Created	November 1979	Chief Librarian