Dell Rapids Carnegie Public Library
Interlibrary Loan Policy

The purpose of Interlibrary Loan (ILL) is to obtain materials not available at the Dell Rapids Carnegie Public Library and to provide materials from our collection to other libraries.

The library can request materials from eligible libraries, which can be checked out for use at home. In some cases, materials provided through Interlibrary Loan will have restrictions such as "Library Use Only". Users of the Interlibrary Loan service must hold a valid Dell Rapids Carnegie Public Library card.

Borrowing

1. Users
    a. All current Dell Rapids Carnegie Library cardholders with accounts in good standing may request specified material through ILL.
    b. All borrowing privileges, including ILL, of patrons who have overdue materials or fees of $10.00 or more are suspended until resolved.
    c. Failure to return ILL items on time may result in the suspension of ILL services.
    d. A patron may have no more than five (5) ILLs on request at any given time. This includes items requested and currently borrowed.
    e. Patrons who request an ILL item and do not pick up the ILL item will be assessed the cost of postage, a fee of $5.00.
2. Eligible Items
    a. Books or print materials may be requested.
    b. Some requests may not be filled due to high demand, copyright restrictions, or unavailability. New material less than 6 months old often cannot be obtained via ILL.
    c. Rare, unique, valuable, and archival materials are not normally available via ILL.
    d. Many libraries have policies and restrictions that prohibit the lending of certain types and formats of materials.
    e. The Dell Rapids Carnegie Public Library cannot guarantee that an item requested via ILL will be located and available. You will be notified if we are unable to borrow the material you requested.
    f. Physical items held by libraries outside the continental U.S. are not normally available through ILL.
3. Submitting Requests
    a. Patrons may place an ILL request in person at the Dell Rapids Carnegie Public Library, by calling the Dell Rapids Carnegie Public Library, or by emailing the Dell Rapids Carnegie Public Library.
    b. The full title of the material and the author's name must be provided by the patron in order for the ILL request to be processed.
4. Request Time
    a. ILL is not designed for rush or urgent requests
    b. Requests will be filled as quickly as possible. Turnaround time varies depending upon time taken to locate a lending library with the

available material, request processing time, and shipping time and method.
    c. It is recommended that requests are submitted as far in advance as possible. While some materials may arrive in a few days, others may take longer. Please expect 1-2 weeks as an average request time.
    d. Patrons will be notified when materials arrive at the library and are available for pick-up or use.
5. Loan Period and Renewals
    a. Loan periods are defined by the policies of the lending library.
    b. Renewals are granted at the discretion of the lending library. Some ILL materials may not be eligible for renewal. Contact the Dell Rapids Carnegie Public Library to request a renewal on an ILL item.
    c. Items will be considered overdue if they are not returned to the Dell Rapids Carnegie Public Library by the assigned due date.
6. Conditions of Use
    a. The Dell Rapids Carnegie Public Library will strictly adhere to conditions set by the lending library for the use of their materials.
    b. Patrons who violate the terms of use may be prohibited from making further ILL requests.
    c. Items should be returned to the Dell Rapids Carnegie Public Library in the same condition as they were loaned, including any additional paperwork.
7. Overdue and Lost Materials
    a. Lost or damaged ILL materials are subject to the lending library's rules and policies.
    b. If an ILL item cannot be returned, the Dell Rapids Carnegie Public Library will contact the lending library for the charge for that material.
    c. All charges associated with lost, damaged, or overdue ILL materials are the responsibility of the borrower.