

Dell Rapids Carnegie Public Library Interlibrary Loan Policy

Interlibrary Loan (ILL) is a service provided by the full members of the South Dakota Library Network and the Carnegie Public Library. It is available to those who are unable to find the title they are looking for at the local library. Interlibrary loans are only available for written formats of a title. Audio and visual titles are not loaned by the participating libraries.

There is no cost to the patron for this service when it is used appropriately. The following guidelines must be adhered to for all ILL requests:

1. Any member of the Carnegie Public Library who has full borrowing privileges may request a title through ILL.
2. All ILL request(s) must be made either in person at the Carnegie Public Library, via email to the Carnegie Public Library at plibrary@siouxvalley.net, or by phone.
3. The full title and author name of each requested work must be provided by the patron before the ILL request will be processed.
4. The loan period of an ILL item is dependent upon the policies of the loaning library and not the policies of the Carnegie Public Library.
5. Each library member is limited to five ILL items on request at one time.
6. A request to renew an ILL title will be permitted only one time per title. The Carnegie Public Library must make the renewal request. Permission for the renewal is granted by the loaning library and is dependent upon the loaning library's policies and demand for the title.

7. Patrons who request an ILL item and do not pick up the ILL item will be assessed the cost of postage to and from the loaning library.
8. ILL borrowing privileges will be withheld if there are any unpaid Interlibrary Loan fines or fees.