

SECTION:	PS 4	CIRCULATION OF LIBRARY MATERIALS
SUBSECTION:	PS 4.4	PLACING HOLDS OR REQUESTING MATERIALS FROM OTHER LIBRARIES
POLICY:	PS 4.42	INTERLIBRARY LOAN
REVISIONS:		04/86; 8/16/17; 09/18/24

Interlibrary Loan (ILL) offers library patrons the opportunity to request and receive items that are not owned by the Ashtabula County District Library (ACDL) or the Serving Every Ohioan (SEO) consortium. Through ILL, patrons have access to the circulating collections of all participating libraries throughout the United States.

Materials borrowed through interlibrary loan have a circulation period determined by the lending library, not the ACDL. Therefore, it is crucial that materials borrowed through interlibrary loan be returned in a timely manner. Habitual failure to return items by their due date may result in individual loss of ILL borrowing privileges.

ILL services are available to anyone holding a valid ACDL card.

Patrons may have a total of ten (10) requests outstanding (at any stage of the ILL process: checked out, requested, in transit, etc.) at one time.

Patrons may be required to cover the costs associated with return postage.

ILLs will be held for pickup for a total of ten (10) days. The patron assumes all responsibility for any fines/fees assessed by ACDL and/or the lending library.

Material which MAY NOT be requested through ILL

- Items currently owned by ACDL or SEO
- Newly published materials (materials less than one year old)
- Textbooks
- Entire issues of periodicals
- Rare books or non-book materials
- E-books or e-documents/articles

Restricted Materials

Most materials acquired through ILL may be circulated. Occasionally requested materials may be designated by the lending library as restricted. Restricted material must be used in the library and may not be checked out. When restricted materials are received, patrons will be asked to relinquish some form of identification before reviewing. This identification will be held until the materials are returned to the service desk.

Photocopies

Photocopies of certain materials not available through ILL, such as magazine articles and reference materials, may be ordered. Photocopying charges may be incurred.

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Renewal of Materials

The renewal of ILL material is dependent upon the restrictions set by the lending library. If a renewal is desired, patrons must contact ACDL at least three working days before the material is due. Overdue materials cannot be renewed.

Returning Materials

While ILL material may be returned to any SEO library location, it is preferred that materials are returned to the ACDL branch from which it was borrowed.