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## Interlibrary Loan Policy

### Definition

The Emmetsburg Public Library provides resources to meet the study, instructional, information, and normal research needs of patrons. This is accomplished through use of our own collection or through interlibrary loan. Interlibrary loans are transactions in which library materials are made available by one library to another. Interlibrary loan service supplements the library's resources.

### Scope

Books or photocopies of pages from periodicals, books, or other materials needed for research or recreation may be requested from or loaned to another library.

### Borrowing policy

Requests for information or materials to be borrowed from other libraries is available to all patrons in good standing, who hold a library card from the Emmetsburg Public Library.

Library employees will request to borrow the desired material through automated interlibrary loan request systems. Requests for certain types of materials, such as new books, best sellers, reference items, rare materials and whole copies of periodicals may be difficult to fill.

The borrowing period of materials obtained through interlibrary loan will vary, depending on the lending library. Interlibrary loan materials may be renewed only with permission of the lending library. Items obtained as interlibrary loans must be returned to the Emmetsburg Public Library. The privilege of use for interlibrary loan may be revoked if materials are not returned on time.

If the lending library charges Emmetsburg Public Library for copies, shipping, or for the loan of materials, those charges will be passed along to the customer. The customer is given the option of specifying a maximum charge before the material is requested. If the customer chooses to pay no charges and the item is not available for free, then the item will not be requested. The library will request one item per month without assessing a fee for return postage. A fee of \$3.00 per transaction to cover the cost of postage will be charged to all requests exceeding one in a month

### Lending Policies

Any decision to loan material(s) is made at the discretion of the Emmetsburg Public Library staff.

The library will process requests promptly, usually within 24 hours of receipt. Conditions of loans will be stated clearly, and material[s] will be packaged carefully.

The library will notify the requesting library when unable to fill requests in a manner consistent with the means of request.

Under the terms of this policy, the library will typically not loan the following:

1. Books on the current best seller list.
2. Books on order or in process status. The library reserves the right to deflect requests of this type.
3. Whole issues of periodicals; however, the library will send scans or photocopies of articles. Requests for photocopies must include a complete citation for a specific article.
4. Non-circulating materials; however, the library will send copies of entries or articles in reference works. Requests for photocopies must include a complete citation for a specific article.

### Lending Charges

The library will not charge Iowa libraries to borrow items.

Libraries outside of Iowa will be charged in relation to the policies of our library's group affiliations.

Barring an affecting group affiliation, Emmetsburg Public Library will lend to other libraries the types of items that they will lend to others and will charge other libraries what they themselves charge other libraries.

Conversely, if a library has requested a type of item that they themselves do not lend to others, then that request will not be considered.

All international requestors will be charged cost recovery for shipping items. Payment must be made via OCLC WorldShare Interlibrary Loan's IFM (ILL Fee Management) service.

### Group Affiliations

The library is a member of the State of Iowa Libraries Online (SILO), the Online Computer Library Center (OCLC) and Libraries Very Interested In Sharing (LVIS). The LVIS Participation agreement shall stand as Appendix A to this policy. It also participates in the State Library of Iowa's Interlibrary Loan Reimbursement program (formerly known as Access Plus). That program's current year Terms of Agreement shall stand as Appendix B to this policy.

Adopted by the Board of Trustees: October 2002; Reviewed: January 2006, December 2012, October 2015, August 2021; Amended: July 2018; Scheduled for Review: July 2024