

BIBLIOTHÈQUE BAIE-D'URFÉ LIBRARY POLICY

Policy name: Inter-Library Loans

Adopted by the library board: October 5, 2015

Reviewed: October 5, 2015

Revised: October 5, 2015

1. Policy Statement

- 1.1 The Baie-D'Urfé Library offers an inter-library loan (ILL) service to provide our members with access to documents which we do not have in our collections and which we cannot acquire due to availability constraints or will not acquire based on our collection development strategies.
- 1.2 The ILL service is a cooperative service of the borrowing and lending of library materials between public libraries. This Library's ILL service is limited to those libraries participating in Québec's automated ILL network through the "Catalogue des bibliothèques du Québec."

2. Roles and responsibilities

- 2.1 Baie-D'Urfé Library staff: will process ILL requests in a timely manner and will ensure the library adheres to the "Code de prêt entre les bibliothèques publiques québécoises" laid out by the "Catalogue des bibliothèques du Québec"
- 2.2 Baie-D'Urfé Library patrons: will provide complete information in regard to the title they wish to borrow (including, as much as possible, the title, author, ISBN, edition, and date of publication) and will pay overdue fees as outlined in the current policy, as well as any other fees incurred by the Library due items lost or damaged while on loan to the patron.
- 2.3 Borrowing library: will participate in Québec's automated ILL network through the "Catalogue des bibliothèques du Québec," and adhere to its "Code de prêt entre les bibliothèques publiques québécoises"

3. Guidelines and procedures

3.1 Eligibility for ILL service for Baie-D'Urfé Library members:

- 3.1.1 Our ILL service is limited to titles which we do not have in our collections. Titles requested for ILL may first be considered for purchase.
- 3.1.2 The ILL service offered to our members is limited to books (we will not process ILL requests for magazine or journal articles or issues, microforms, DVDs, CDs, or other non-book documents).
- 3.1.3 A user may have a maximum of 2 active ILL requests at any given time.

3.2 Fees for Baie-D'Urfé Library members:

ILL service is free to Library members, however overdue fines of \$0.30 per book per day will be charged to the borrower. Replacement cost for lost or damaged books will be charged to the borrower.

3.3 Loan periods for Baie-D'Urfé Library members:

The loan period of the ILL document depends on the library loaning the book.

3.4 Eligibility for ILL service for borrowing libraries:

- 3.4.1 Only books in the Library's circulating collection are eligible for loan.
- 3.4.2 Exclusions:

- All non-book items, including periodicals, DVDs, CDs, audiobooks and kits.

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- Reference collection (i.e. non-circulating) items.
- Books in our Oversize collection.
- Books added to our collections within the last 12 months.
- Books on loan or reserve for our patrons.

3.5 Fees for borrowing libraries:

The Library does not charge fees for loaning books to other libraries; however, the borrowing library will be charged overdue fines of \$0.30 per book per day, as well as, costs for repair or replacement of damaged or lost books.

3.6 Loan periods for borrowing libraries:

3.6.1 Books loaned from the Baie-D'Urfé Library to other institutions will have a 4 week loan period.

3.6.2 One renewal may be granted, upon request, unless the item has been reserved.