



PUEBLO CITY-COUNTY Library District

www.pueblolibrary.org

Use of Materials

03.02.07.G1 Interlibrary Loan Guidelines

What is InterLibrary Loan?

InterLibrary Loan is a service provided by PCCLD to locate and borrow books and other materials owned by libraries in Colorado and the United States that PCCLD does not own or chooses not to purchase.

What types of items can be requested?

- Books
- Audiobooks on tape or CD
- Journal, Magazine, or Newspaper articles (copies)
- Educational, entertainment and television series on VHS and DVD
- Children and Young Adult Books and Audiovisual Materials
- Music on CD
- Microfilm
- Other items: Please check with your librarian

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Commented [3]: Remove other items: please check with your librarian.

What materials will not be loaned by PCCLD?

- Materials within a publication date within the past year
- Special collections identified as being of primary importance to the Pueblo community

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What do I need to place an Interlibrary Loan?

- A current and verified resident PCCLD library card in good standing

Customer's Responsibilities

- There is a limit of 5 active Interlibrary Loan requests per customer. That is, a customer may have no more than 5 items currently on loan from another library and or being requested at the same time.
- Fill out the online form available at www.pueblolibrary.org. Include an ISBN or OCLC accession number, title and author, on the application-if known. Also include your library card number. Be sure the library has an updated address and phone number on your library account.
- Some libraries charge to lend their items. If this situation occurs, you will be notified first and



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can accept or decline to pay the charges. PCCLD will always go to those libraries that do not charge first. If there is a charge, it must be paid when you pick up the item.

- The lending library sets the due date and terms of use. Items are checked out to customers in Workflows using the Special Due Date helper. Renewals are now allowed.
- If a borrowed item is not returned, a fee of \$100.00 is assessed to the customer's account, and any damages to borrowed items while in the customer's possession will be billed per the lending library's terms.
- Overdue notices for ILL items are generated per the usual PCCLD schedule. Late fees of .10 per day are charged for overdue ILL items. The maximum overdue fine is \$3.00 per item. All ILL items will have a three-day grace period, after which, fines accrue from the first day overdue.
- Interlibrary Loans items "expire" seven days after the customer is notified that the hold is available. "Clean Holds" reports are generated and processed using PCCLD's regular schedule and procedures.
- Repeated failure to pick up ILL items or return items on the due date may result in loss of ILL privileges for the remaining calendar year.
- It is the customer's responsibility to abide by Fair Use and Copyright Law.

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Loaned Items

- Items are loaned to other libraries for 35 days. Renewals are now allowed.
- Libraries that lose or damage PCCLD materials have the option of replacing the lost item, with one that has an identical ISBN, or they may pay as invoiced the replacement cost of the item, as well as a \$5.00 processing fee.
- Libraries with the ILLPUBLIC profile do not accrue late fees and are not sent to a collection agency, unless unresponsive after 90 days.

For further information or help, contact a Librarian or the InterLibrary Loan Department at 719-562-5637.

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