

SUBJECT: INTERLIBRARY LOANS

EFFECTIVE: OCTOBER 1, 2008

SUPERSEDES: JULY 6, 2006

REVIEW: 2 YEARS

1. PURPOSE:

- A. The library provides an interlibrary loan service (ILL) to Hillsborough County residents to support a full range of borrower services and enable access to library materials beyond those owned by the Hillsborough County Public Library Cooperative (HCPLC.)

2. POLICY:

- A. The library will attempt to borrow materials for Hillsborough County residents from other libraries when copies are not available in the library's own collection and such borrowing will not conflict with the library's Materials Selection policies.
- B. ILL procedures have the goal of obtaining requested materials in the most time- and cost-efficient manner.

3. PROCEDURE:

- A. ILL requests may be submitted directly by library borrowers using online request forms accessible via the library's Web page under [Services: Interlibrary Loan](#). Library staff can also assist borrowers in submitting ILL requests.
- B. The following terms govern the use of interlibrary loan:
 - (1) Borrowers placing ILL requests must have a current HCPLC library card in good standing.
 - (2) Non-HCPLC customers and borrowers from other counties – including non-resident, fee-paying customers - must request ILL service from their local county or municipal libraries or from the Florida State Library.
 - (3) A maximum of five (5) ILL requests may be active at one time. ILL requests received above this limit will be cancelled and a note placed in the customer's record.
 - (4) ILL requests will be counted as part of the number of overall holds (20) on a customer's account. ILL requests received above this limit of 20 – even if the maximum ILL limit of five has not been reached – will be cancelled and a note placed in the customer's record.
 - (5) ILL service is not available for borrower pick-up at Bookmobile, Cybermobile, Electronic Library or Sun City Center locations.
 - (6) Loan periods for ILL items are generally 21 days but may vary from normal HCPLC loan periods, since return due dates are determined by libraries from

which materials are borrowed.

- (7) HCPLC grace periods and renewals do not apply to ILL items; therefore, they must be returned by the due date.
 - (8) ILL materials are subject to fines and fees as stated in [LS 1510: Fines and Fees](#).
 - (9) Categories of materials **not** available for ILL borrowing include materials that are on order or that were published within the last 12 months, mass-market paperbacks, audio-visual materials (excluding books on tape and books on CD), materials published more than 50 years previous, and duplicates of HCPLC Reference materials.
- C. Items requested through ILL may incur fees determined by the lending libraries. Details of fees will be provided to borrowers prior to the library's request for the item. Payment for such fees must be made by check payable to the lending library.
 - D. Other limitations (i.e. "in-library use only") may be placed on materials by lending libraries.
 - E. ILL requests will be reviewed by library staff for possible purchase for the library's collection. Borrowers may also submit requests for materials via the [Suggest an Item](#) option on the Library's Web page

4. AUTHORITY:

Pursuant to Section 5(1) of [Chapter 84-443](#), Laws of Florida, the Library Board has the duty and the responsibility, among others, to serve in a recommending capacity to the Director of Library Services and to the County Administrator in respect to all matters pertaining to the public library.

Approval Signature:

Joe Stines
Director of Libraries