

Interlibrary Loan Policy

Board Policy

The Pikes Peak Library District provides interlibrary loan service in order to enhance and extend the resources available to resident cardholders of El Paso County. Because the library cannot purchase or subscribe to every useful resource, interlibrary loan is an essential part of the library's effort to meet the informational needs of the community. PPLD requests materials from, and supplies materials to, other libraries according to principles and procedures established in the Interlibrary Loan Code for the United States approved by the Reference and Users Services Association (RUSA) Board on January 11, 2016.

District Procedures

The Interlibrary Loan service provides a way for El Paso County residents of the Pikes Peak Library District to share library resources throughout the state of Colorado, United States and Canada. We provide for the loan of materials from library collections using service guidelines, policies and procedures that are fair and sensible. Our lending policies seek to strike a balance between the needs of the individual and the overall needs of the Pikes Peak Library District patrons.

A. Interlibrary Loan Codes and Agreements

Interlibrary loan (ILL) codes are the guidelines that libraries agree to in order to make interlibrary loan function smoothly. The main ILL Code is the Interlibrary Loan Code for the United States (<http://www.ala.org/rusa/guidelines/interlibrary>). These agreements enable PPLD to have reciprocal relationships with other libraries. PPLD is able to borrow materials with no or minimal charges.

B. Borrowing

Borrowed items are typically items that PPLD does not own and items that do not meet the purchasing criteria from patron requests. PPLD has a 6-item limit on all combined and active ILL requests and purchase requests. This number includes ILL items that are checked out and ILL/purchase requests in processing.

PPLD patrons use WorldCat, an international database of library holdings, to request items. Patrons search WorldCat from the Pikes Peak Library District website to locate an entry for a title and then the patron would select the interlibrary loan option to submit the ILL request.

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Patrons use the Interlibrary Loan/Request It option on the PPLD website to request materials. Request It combines interlibrary loan service and purchase requests into one service. Items published within the past 2 years will first be considered for purchase under PPLD's Collection Development Policy.

<https://ppld.org/sites/default/files/policies/collectiondevelopmentpolicy.pdf>

If the item is not purchased by Collection Management it will be routed to Interlibrary Loan. Interlibrary Loan staff will attempt to fulfill the patron request unless the item falls under the following caveats:

- Items published/released within the current calendar year will not be requested through interlibrary loan – PPLD will not lend new materials and neither will other libraries.
- PPLD does not borrow the following items: video games, e-Materials (e-Books/e-Audios), book club sets, Playaway products and hot spots. Entire issues of magazines and journals cannot be requested via interlibrary loan. Copies of magazine articles can be requested.
- If PPLD owns an item that circulates but is currently checked out, the item will NOT be requested through ILL. The patron will be placed on hold for a PPLD copy.

Lending libraries establish the amount of time the patron can have the materials. Renewals are at the discretion of the lending library.

There is usually no charge to patrons for interlibrary loan service. Some lending libraries do charge a fee and these fees will be passed on to patrons as long as they were agreed upon when the request was taken. When there is a charge, the average cost per item can range from \$10-25 (or higher – borrowing fees are determined by lender).

C. Lending

PPLD lends items from the collection to other libraries primarily in Colorado but also the rest of the United States and Canada. Since interlibrary loan is a mutual relationship, PPLD must be willing to supply materials as freely as we request materials.

PPLD lends using SWIFT (Statewide Interlibrary Loan Fast Track), ILLiad, as well as ALA requests via fax and/or U.S. Mail.

Pikes Peak Library District does not lend the following: video games, e-Materials (e-Books/e-Audios), book club sets, Playaway products and hot spots. PPLD does not charge to lend materials within the United States. Canadian libraries are charged

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due to the high cost of postage. PPLD does not lend new items that have been published within the current calendar year to allow PPLD patrons the chance to borrow new items first.

- D. Find more information on PPLD's Interlibrary Loan service go to Interlibrary Loan (ILL) FAQ. <https://ppld.illiad.oclc.org/illiad/FAQ.html>