**Interlibrary Loan**

Interlibrary loan is the process by which a library requests materials from or supplies materials to another library. Interlibrary loan allows the library to access materials from other OCLC participating libraries in Illinois and throughout the country, to provide materials that are not available in the Library's collection.

Interlibrary loan is an adjunct to, not a substitute for, the library's own collections. The library will use local resources first, including its own collection and those of the CCS consortium member libraries, before requesting items from other libraries.

The Glenview Public Library observes established standards for interlibrary loan borrowing and lending. These standards include the American Library Association’s National Interlibrary Loan Code for the United States, Illinet Interlibrary Loan Code and the ILLINET Online Library Resources Sharing Code.

**Interlibrary Borrowing**

The Glenview Public Library provides interlibrary loan service for all Glenview Public Library cardholders.

Requests for interlibrary loans may be made in person, electronically, or by telephone. Materials available from CCS consortium member libraries may be requested directly from the library’s electronic catalog.

Every effort is made to obtain requested materials. Delivery time varies depending on availability. Most items borrowed locally arrive promptly, but others may take several weeks depending upon the location of the owning library. When materials arrive at the Glenview Library, patrons are notified by email if the library patron has signed up for email notification; otherwise, notification is by telephone.

The Library will observe any conditions for use of loaned materials imposed by the lending library; e.g., “in library use only”. The loan period and renewal options are determined by the lending library. Renewals for non-CCS consortium materials must be requested from the interlibrary loan staff. Renewals are at the discretion of the lending library and cannot be guaranteed.

The library patron is notified of any fee or cost associated with borrowing a requested item before the actual interlibrary loan request is placed. Once accepted, these charges will be applied to the patron’s account, whether or not the material is subsequently checked out.

Fines for interlibrary loan items are charged at the same rate as local materials. If interlibrary loan material borrowed for a Glenview Public Library cardholder is lost or damaged, the patron must pay the replacement cost of the material plus a processing fee, as determined by the owning library.

**Interlibrary Loan Lending**

Materials from the Glenview Public Library’s collection can be requested through the Library’s electronic catalog by individuals holding a card from any CCS consortium member library.

All materials that are circulated are available for interlibrary loan, with the exception of new materials, adult fiction videos and DVD’s, Blu-ray Discs, games, Playaway Views, and videogames.

**Lost or Damaged Materials**

Library users are responsible for any damage (full or partial) incurred while interlibrary loan materials are checked out to them. Patrons will be charged prices listed in the Library Catalog. A processing fee of $5.00 will be charged for each lost and/or damaged item. There are no refunds on Interlibrary Loan materials.

Glenview Public Library Board policy does not allow Library staff to accept replacement copies of any lost or damaged materials.

Refunds will be issued for lost or missing items that have been paid for, if the lost or missing item is found within 30 days of payment. The material must be returned in good condition and fines will be assessed.

**Fines**

Patrons who have accrued a total of $5.00 or more in fines or bills will be restricted from borrowing additional interlibrary loan materials until the fines are less than the $5.00 delinquency.

For a complete schedule of fines and limits, please refer to the Adult and Youth Loan Limit schedules.