

## Interlibrary Loan Policy

Interlibrary Loan (ILL) is intended to supplement the collections of the OWLSnet consortium.

If materials are not available via InfoSoup, materials may be requested through ILL for patrons of the Kimberly and Little Chute libraries.

The following may not be requested through interlibrary loan:

- Materials published within the last 6 months
- Materials in high demand or on bestseller lists
- Materials which are owned, but in use within Infosoup (Exception: Book Clubs and Reader's Groups)
- Materials which are on order within Infosoup
- Old and rare materials
- Downloadable electronic content (e-content) other than genealogy requests

The patron's account must be in good standing in order to place an ILL request.

Patron ILL requests shall be limited to 5 requests per week.

Loan periods for ILL materials are set by the lending library. Some items are not available for checkout and may only be used in the library, e.g. reference books.

Overdue fines are \$1.00 per day past the due date.

Renewals require at least three day notice before the due date and are subject to the owning library's discretion. If a renewal is granted, patron will be notified of the new due date.

ILL items must be returned with accompanying paperwork to the location from which they were requested.

Damaged or lost ILL items will be billed at the owning library's discretion.