



# Hillsboro City Library

## Public Notice of Circulation Policies

---

### Interlibrary Loan Policy

#### What is Interlibrary Loan?

“Interlibrary loan is the process by which a library requests material from, or supplies material to another library.”

#### Requesting Materials

In order to request materials, we ask that you fill out an interlibrary loan request form noting the title and author of the book, your first and last name, and a contact number where we can reach you to notify you when the book has arrived.

#### Fees

**We no longer charge for interlibrary loans.** According to the ILLINET 2015 Interlibrary Loan code, (23 ILAC 3030. Exhibit A (page 180 of the Illinois Library Laws and Rules Book) “It is not allowable for either the requesting library or the supplying library to charge (the library or the patron) for ILLINET resource sharing transactions of returnable items.”

#### Responsibility

Patrons have 1 week to pick up the book before it is sent back to the lending library. It is also your responsibility to return the book on time or request a renewal. Even though the library you are borrowing from determines the due date, you may contact Hillsboro Public Library to renew the book for you. If the book or audio book is damaged or lost, you are responsible for paying any fees assessed by the lending library.

#### Commonly Asked Questions:

##### **How Soon Will I Receive My Book?**

Lending libraries or “Supplying Libraries” usually process your request the day it is sent or on the following business day. Plan for **7-14** business days for your book to arrive. Hillsboro Public Library receives books from the carrier 2 times a week (Tuesdays & Thursdays). Note how fast the book arrives depends on where it is sent from in Illinois.

##### **Concerns**

If you have concerns about this policy, please direct your concerns to the director, Laura Naugle by calling (217) 532-3055 or email [hillsborocitylibrary@gmail.com](mailto:hillsborocitylibrary@gmail.com)

##### **Evaluation**

The library board will be responsible for evaluating this policy every 3 years.

**Date:** Proposed 9/17/2017. Board Approved 9/17/2017, Updated 12/18/2018, Updated 10/18/2023. Board Approved 12/19/2023