

## **QUINCY PUBLIC LIBRARY INTERLIBRARY LOAN POLICY**

Quincy Public Library complies with and supports the ILLINET Interlibrary Loan Code which promotes efficient resource sharing among ILLINET libraries. By definition, interlibrary loan is the process by which a library requests material from, or supplies material to, another library. The purpose of interlibrary loan is to obtain, upon request of a library user, material not available in the user's local library. Quincy Public Library belongs to the Reaching Across Illinois Library System, but requests and supplies materials beyond the system.

### **Lending Policies:**

1. Quincy Public Library loans books, periodicals, DVDs, books on CD, and audio CDs for a period of one (1) month.
2. No bestsellers or current high demand topics or titles, current issues of periodicals, microforms, holiday items, reference materials, or items published within the last six (6) months are loaned.
3. Photocopies not violating copyright and not exceeding 50 pages may be faxed or delivered, at no charge.
4. The Illinois Library Delivery System will be used for delivery whenever possible, but items will be mailed as needed.

### **Borrowing Policies:**

1. Patrons requesting materials through interlibrary loan must have a QPL or TQ resident or non-resident library card in good standing.
2. Materials may be checked out for 21 days with one 21 day renewal. Requests for additional renewals may be granted only by the interlibrary loan staff.
3. No more than five (5) items may be requested over the telephone at one time.
4. Fines will be charged according to library policy for late returns and not picking up requested items.
5. Borrowing privileges may be suspended or revoked if two (2) or more interlibrary loaned items are kept overdue for more than two (2) weeks within a year.
6. Borrowing privileges may be suspended or revoked if two (2) or more interlibrary loaned items are not picked up after notification within a year.
7. No bestsellers or current high demand topics or titles, current issues of periodicals, microforms, holiday items, reference materials, or items published within the last six (6) months will be requested.
8. Quincy Public Library will not request items owned by QPL. However, if an item has a status of missing or lost, a request will be processed. Additional copies of items owned by QPL may also be requested under special circumstances, such as for book discussion groups.

Quincy Public Library  
Board of Trustees  
Adopted February 9, 1993  
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