

LP 112 Resource Sharing Policy

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1. Principle:

All Library staff shall receive training in offering library material not available within Branch through ***Interlibrary Loan (ILLO)***.

2. Policy:

To ensure appropriate use of ILLO, the Library will adhere to the terms of CLA Interlibrary Loan Code in all transactions.

In order to be eligible for ILLO, the requester must be a member in good standing and must possess a current library card from the Library.

3. Procedure:

3.1 Requesting an ILLO

In order to make a request for an ILLO, the following steps must be taken:

3.1.1 Ensure that there are no materials that meet the needs of the patron within the County of Prince Edward Public Library System.

3.1.2 If no suitable materials are located, explain that it is possible to procure material from libraries outside of the County of Prince Edward Public Library System.

3.1.3 Request the following information from the patron:

- Name
- Telephone Number
- Library Barcode Number
- Adult or Juvenile patron

- Title of Material or Subject
- Which branch of the County of Prince Edward Public Library the patron would like to pick up their material

And send information to the following email address illodept@peclibrary.org

3.2 Renew an ILLO

Library patrons should be instructed to call the Wellington Branch at (613) 399-2023 as directed on the ILLO book cover.

3.3 Missing or Late ILLO Materials

Do not pardon or check in ILLO material(s) without verifying the error with the Wellington Branch at (613) 399-2023 (ILLO Department Authorized Staff Only). If the material is not returned and library staff have checked it “in” as returned, and pardoned any fines, it is impossible to forward any bills received by the loaning branch on to the patron.

3.4 Loaning Materials

The Library endeavors to loan materials through ILLO whenever possible. Items in high demand would be on loan and not sent out. Materials are loaned for a two (2) month period in order to avoid renewal requests when possible.

If materials requested from the County of Prince Edward Public Library system cannot be located at the branch from which they have been requested, and there are more copies in the system, cancel the hold and place the hold on any available copy. The hold should be requested from barcode 4000x and sent to “OPECQ”.

If items loaned through ILLO become overdue, a notice is sent to the borrowing library. If the item does not return, an invoice for the item plus a five dollar (\$5.00) processing fee is sent.