

## **ILL (Interlibrary Loan) Policy**

### **InterLibrary Loan Policy and Procedures**

Interlibrary loan (ILL) allows library materials to be made available across the district in order to maximize district resources.

An interlibrary loan occurs when library materials from one RISD campus are loaned to another RISD campus to satisfy a student or staff member's request. Loaned materials can be picked up at the owning school's library circulation desk or sent through the district's tub delivery system.

### **Policy**

1. Any materials available on the owning school's shelves may be considered for loan to a requesting school.
2. The decision of whether or not to send any item will rest with the librarian at the owning school.
3. Materials will be checked out to the requesting school for the normal lending time, unless otherwise stated by the owning school.
4. Borrowing materials through ILL is considered part of collection development. The librarian at the borrowing school should evaluate the appropriateness of the material for his/her campus and make plans to purchase the item if it is deemed useful.
5. If a borrowed item is lost or damaged, payment for the item will be made by the individual requesting the material.

### **ILL Request Procedure**

#### **General Guidelines**

"All calls" or requests for everything on a particular subject should not be made. If they are made, they should not be answered.

#### **At the Requesting Library:**

1. The librarian will search ALL Libraries in the online catalog to locate items that may be of use.
2. The librarian will note the following information on items that will be requested:
  - title
  - call number
  - owning library
3. The librarian will fill out and send an ILL Request to the librarian at the owning library.

