

**Interlibrary Loan Policy***Effective Date: 7/05**Reviewed and Revised: 10/23***Page 1 of 1****Policy No: 2.3**

---

**Policy**

The Ela Area Public Library District provides District residents with access to items from other libraries that are not in the CCS consortium, through interlibrary loan (ILL).

**Procedures****Books and Audio-Visual Materials****Requirements and Restrictions**

Interlibrary loan is only available to Ela Area Public Library District residents. Residents must have a valid Ela Library card to request an interlibrary loan.

Interlibrary loan costs the Library in staff processing time, delivery fees and lending fees. Patrons are asked to use this privilege responsibly.

There is a limit of 10 items in process per card (this includes received items).

The Library will not obtain audio/visual materials from outside of Illinois or print materials from outside of the continental United States.

All filled requests are regulated by the lending library including due dates, lending fees, and the cost of the item (if damaged or lost).

If we are charged by the lending library for a loan of item(s), the Library will cover up to \$25 per month per Library card. Patrons will be notified of additional charges prior to filling the request.