

Policies of the Albion Municipal Library and Heritage Center

Section 2 - Library Interactions

Policy Section 2.2 Interlibrary Loans

1. Interlibrary Loan/SILO
 - a. Interlibrary loan is the process a library uses to borrow materials for patrons that are not owned by that local library. Materials borrowed from other libraries and library systems for local library patrons do not fall under the same borrowing guidelines as locally owned material would. Check-out procedures for Interlibrary Loan books are different than normal check-out procedures. See Procedure Manual for details.
2. Requests for ILL/SILO
 - b. Library patrons with a current Albion Municipal Library & Heritage Center card may place an interlibrary loan request by consultation with the librarian. This consultation will determine whether or not the interlibrary loan service (ILL) is the best method to assist that customer with their need for information or materials.
3. Length of Time to Get Material
 - c. If Albion Municipal Library & Heritage Center does not own the requested item, a search to locate through SILO will begin. Many items are received within a week, but it may take up to three or four weeks before the item arrives.
4. Limitations on the Number of ILL items:
 - d. Customers are limited to three interlibrary loans at any one given time. As ILL/SILO items are returned by the customer, additional interlibrary loan requests may be placed.
5. Length of Loan of ILL
 - e. The check-out duration for interlibrary loan materials is at the discretion of the lending library and when that item is due back to them. For this reason, ILL materials may have shorter check-out periods than traditional library materials OR may be checked out for longer periods of time. It will vary and is totally dependent upon the lending library.
6. Renewals
 - f. Library customers may request a renewal on their interlibrary loan material should a longer checkout be required. Renewals must be requested before the item is due and are only granted at the discretion of the lending library. If the lending library denies a renewal, Albion Municipal Library & Heritage Center library director will request that item for the patron from another lender if available.
7. Availability Notification of Item
 - g. Patron will be notified by a phone call or email that the item/s are in.
8. Late or Damaged Item(s):
 - h. The customer is responsible for all fees/fines which are incurred during check-out and if the item is lost or damaged. Unpaid fines and fees will go on a customer's library record and may result in losing library privileges if they are not resolved. Customers must take care to return all ILL materials on time.

REVISED: 1/23

REVIEWED: 11/11, 1/23