

## **A502b Interlibrary Loan Services (ILL)**

*Last updated: August 2024*

HPL participates as a lender in the Wisconsin Interlibrary Loan (WISCAT) system. HPL will loan print and non-print materials to other libraries. The following exceptions apply: magazines and Reference materials, including Janesville Room items, are not loaned through ILL; we will send photocopies of portions of the material when requested. Toys, video games, Library of Things, elder care kits, and board games are also not loaned through ILL. We will only loan Microforms to other member libraries of the Share Consortium.

HPL also participates as a borrower in the Wisconsin WISCAT system, submitting requests from patrons for material not available through the Share Consortium catalog. When HPL requests items from outside of the Share Consortium, HPL follows the state guidelines of not requesting high-demand titles or titles owned by the Share Consortium that are checked out to another patron, as well as items HPL is not willing to loan. Any patron with a library card from any member library of the shared Prairie Lakes Library System catalog may request items through Interlibrary Loan. The patron must provide either a phone number or email address when a request is submitted. Staff will process up to 10 Interlibrary Loan requests per week, per person. If a patron's outstanding fines are over \$10, no Interlibrary Loan requests will be processed for the patron.

The loan period for each Interlibrary Loan item is set by the lending library. Renewals may be requested when necessary and are only granted with the approval of the lending library. Renewals must be requested at least two days prior to the due date.

Any item not picked up cannot be re-requested for six months.

Patrons must return all ILL items to one of HPL's physical locations and may not be returned to a remote drop-box. "Claimed returns" are not accepted on Interlibrary Loan items.

If the patron fails to return or damages an Interlibrary Loan item, HPL receives a bill from the lending library. This bill may be considerably higher than the original cost of the item. The patron is responsible for the entire amount charged by the lending library, including any processing fees or miscellaneous charges that may be levied.

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