



Policy Title:	Interlibrary Loan
Policy Type:	Public Service
Policy #:	PS 010-1
Policy Authority:	CEO
Effective Date:	June 2019

PURPOSE

To provide access to materials for library members from other library systems if the materials are not available or are non-circulating from the Clarington Public Library (CPL) collection.

POLICY

All types of library materials may be requested on Interlibrary Loan, subject to the availability and the interlibrary loan policies of the lending libraries. However, the Clarington Public Library will not request or loan the following:

- a) Rare, fragile and/or valuable books and manuscripts;
- b) Material in current and/or recurring demands such as bestsellers (current demand is defined as items published in current and previous year);
- c) Course and project material;
- d) Current editions of standard reference materials;
- e) Materials in format or size not suitable for loan such as kits, technology, loose-leaf materials;
- f) Entire issues of periodicals.

Interlibrary Loans may be requested at every Clarington Public Library branch.

The requestor will need a valid CPL library card in good standing to make an interlibrary loan request. ILLO services are available free of charge to Library members. However, if ILLO items are not picked up by members within 5 days of being notified the item is available, a \$2 fee will be applied to the account.

Loan periods and renewals are at the discretion of the lending library. However, most loan periods will reflect that of the Library. ILLO items are subject to being recalled.

PROCEDURES

1. In order to request an Interlibrary Loan (ILLO), Library members need to provide their personal information including name, telephone number, current library card number, preferred pick-up location; and title/author/format of requested item. This can be done in person, over the phone, or online at <http://www.clarington-library.on.ca/requestitem>
2. Self-Serve Interlibrary Loan is available for Library members wishing to place their own ILLO requests. This can be done by visiting the [Self-Serve Interlibrary Loan \(ILLO\) service](#) and registering for an account. For assistance, please contact [Information Services](#), 905-623-7322 extension 2712, or visit any branch.

All self-serve ILLO requests are subject to the criteria outlined above. Misuse of the self-serve ILLO may result in the loss of access to the Z-portal.

3. Upon receipt of the material in the library, the item is temporarily added to the Library's catalogue for circulation to the requesting library member.