

Inter-Library Loan Policy for the Robert J. Kleberg Public Library

Interlibrary Loan is one of the services provided by the Robert J. Kleberg Public Library and is administered through the Reference Department. When the library does not have a specific book or item that a patron desires, it may be requested from another library through the South Texas Library System Interlibrary Loan program.

Requests are limited to three items per patron. Most I.L.L. requests are free-of-charge unless otherwise noted. The user must have a current valid library card and a clear patron account at the time of check-out.

Books borrowed from other libraries should be picked up in a timely manner. The loan period for an I.L.L. item depends upon the policies of the lending library. Most libraries will lend materials for two to four weeks from the date that it is received at the borrowing library. The user will be informed on the length of the loan when the material is being checked out. In some cases, a lending library may send an "In-House Use Only Item" that requires that patron use the material "In-House" at the borrowing library. As per instructions of lending library, the borrowing library will NOT allow patron to check-out item.

In some cases, postal insurance may be required for some I.L.L. items being borrowed if lending library requires that the item be insured. Some libraries may also charge for photocopied materials requested through I.L.L. Any handling charges or fees assessed by the lending library will be the responsibility of the user. All charges will be due upon receipt of the material. The borrower will be advised of any charges prior to the use of the material. Late fees for materials that are not returned on time will be passed on to the user.

A. Requests

Interlibrary Loan requests must be done in person at the Reference Department. Any unusual I.L.L. requests or problems should be referred to and handled only by the Reference Librarian, unless the situation requires the attention of the Library Director.

Patrons are limited to three I.L.L. requests at one time. Items may take up to two weeks to come in. Requests for more than three items will be taken and submitted by the Reference Librarian if the patron desires, but S.T.L.S. will not send out the extra requests to the lending library until the first three requests have been received by the borrowing library, and items are currently "in-use" by patron.

NOTE: Before taking or submitting any I.L.L. request, it is important that the Reference Librarian double-check the collection to make sure that the library does not own a copy of the book.

B. Qualifications of Patron

Before taking an I.L.L. request, make sure that the following qualifications are followed:

- 1) Patron must be a resident of Kleberg County. NOTE: Non-resident cardholders are also entitled to I.L.L. services only if they possess a current library card.
- 2) Patron must be a registered borrower of the library, however, non-registered patrons can register at the time of request.
- 3) High school students under 18 needing I.L.L. items for assignment-related projects must have one of their parents or legal caretaker make the request on their behalf.

C. Restrictions on Type of Materials Requested

The following type of materials will NOT be borrowed through the Interlibrary Loan Program:

- 1) No genealogy, heraldic, and/or similar materials.
- 2) No current bestsellers - fiction and/or non-fiction.
- 3) No general and/or rare reference materials.
- 4) No periodicals. NOTE: The Reference Librarian may be able to acquire a photocopy of an article only if the patron is willing to pay a photocopying fee if the supplying library requires it.

D. Information Required for Request: Patron

The following patron information should be recorded on the Interlibrary Loan Request Form:

- 1) Name.
- 2) Address.
- 3) Home and/or business telephone numbers.
- 4) Library card number.
- 5) Patron Signature. NOTE: Signature verifies that I.L.L. policies have been explained to patron before request(s) are submitted to S.T.L.S. for processing.

The above information should be obtained as diplomatically as possible. If there is a date after which the patron cannot use the requested book or item, this date should also be noted on the I.L.L. Request Form.

E. Information Required for Request: Book

When taking a request, as much information as the patron can provide about the book or item should be noted on the Interlibrary Loan Request Form. All interlibrary loan requests should include the following information:

- 1) Author (first and last names)
- 2) Title.
- 3) Approximate date of publication.
- 4) Additional information should include: edition, publisher and place of publication.

NOTE: Although this additional information is important, they are not as vital as the first three.

F. Review of Request

The Reference Librarian must review the request to make sure that the I.L.L. "request form" is complete, and that all items requested conform with current library policies.

The "bibliographic information" provided by the patron should be verified in BOOKS IN PRINT or with another source and noted on the I.L.L. request form. If the "bibliographic information" cannot be verified, this fact should also be noted on the form.

Before submitting the request to S.T.L.S., it is important that the Reference Librarian check the collection to make sure that the library does not own a copy the book.

After the above procedures have been followed, the Reference Librarian will request the item via the S.T.L.S. website. The automated I.L.L. "request form" is filled out on the computer and submitted to S.T.L.S. for processing. The Reference Librarian must date, sign, and retain the I.L.L. "request form" for file keeping.

NOTE: The Reference Librarian has the option to consider whether or not materials being requested should be purchased instead of obtaining them through interlibrary loan. If the Reference Librarian, with the approval of the Library Director, feels that the book should be purchased, the "bibliographic information" will be submitted to the Technical Services Department with the recommendation that item be considered for purchase.

G. Books Received and Processed

When the I.L.L. book is received at the library, the Reference Librarian will process the book for circulation. For security reasons, the patron must check-out item from, and returned item to, the Reference Librarian at the Information Desk.

1) CHECK-OUT: Once the book or material is checked out, the Reference Librarian will place the item's "Check-out Card" in the I.L.L. File Drawer. NOTE: Any charges or fees assessed by lending library must be paid upon checkout.

2) CHECK-IN: When the book or material is returned to the library, the Reference Librarian will pull the "Check-out Card" from the I.L.L. File Drawer and place the "Card" in the item. The Reference Librarian will check-in and process the item(s) to mail back to the S.T.L.S. Interlibrary Loan Department or lending library.

3) RENEWAL: If the patron should desire to recheck the I.L.L. book or material, the patron must bring the item in. The Reference Librarian will check the I.L.L. Request Form to see if patron still has enough time remaining on the loan period to re-check item. If an extension on the loan period is required, the Reference Librarian will call S.T.L.S. for approval.