INTERLIBRARY LOAN POLICY

The North Sioux City Community Library strives to provide, through Interlibrary Loan, resources and information not available in our library. To best insure quality service, the following policy has been established.

Requests to Borrow Materials from another Library:

The North Sioux City Community Library will request materials not owned in our collection through the use of the South Dakota Share-It (SDSI). Items will be verified on SDSI prior to request. Book and magazine requests should have full citation including book author and title, title of magazine, title of article, author of article, publication date, volume number, and page numbers (inclusive). All requests must comply with the copyright law of the United States (Title 17, United States Code).

Every effort will be made to order Interlibrary Loan requests quickly according to Interlibrary Loan staff schedules.

Materials generally can be expected within 10 working days via SDSI. The patron will be notified by phone or email when materials arrive. After notification, the Interlibrary Loan materials will stay in the Interlibrary Loan drawer until the due date. It is the patron's responsibility to obtain the materials in a timely fashion after notification. Loan periods of Interlibrary Loan materials vary from two to four weeks, depending on the lending library policy. Renewals on materials may be requested prior to the due date given. Not all libraries will renew Interlibrary Loan materials.

Items owned by the North Sioux City Community Library but currently checked out may not be requested on Interlibrary Loan. If this occurs, the Interlibrary Loan Services Coordinator will place a hold for the patron. A request will be made if the item is long overdue, lost or stolen.

Since most libraries will not lend best sellers or high-demand items, audio or video materials, computer software, reference materials, mt prints, or entire magazines, the library may request these items on Interlibrary Loan with the understanding that the materials might not be available.

Interlibrary Loan requests may be made at the circulation desk during library hours. Requests will also be taken by phone or online. Patrons must have a valid North Sioux City Community Library card and be in good standing.

The library will attempt to borrow from facilities that do not charge fees for Interlibrary Loan. Any fee greater than $5.00 charged to the library will be passed on to the patron. Patrons are required to pay fees connected to genealogy microfilm and materials from the South Dakota State Archives. The patron will be notified of the potentials charges prior to the request being sent.

Requests for reimbursement for postage, insurance, etc. will be absorbed by the library, providing the cost is under $5.00. Patrons who consistently do not pick up their Interlibrary Loan materials upon receipt of notice may lose their Interlibrary Loan privileges or be asked to reimburse the cost to re-request the item(s).

If a request is unfilled, the patron will be contacted concerning the difficulty in borrowing the materials and to determine the next course of action.

No grace period exists for Interlibrary Loan materials that become overdue. Patrons are responsible for all fines or charges resulting from overdue, lost, or damaged materials.

Requests from other Libraries to Borrow Materials from North Sioux City Community Library:

The North Sioux City Community Library will give first priority to serving the needs of the North Sioux City community. Instate requests will take precedence over out of state requests. No other priorities will be in place for requests. All requests will be addressed in a timely fashion.

Materials in demand at North Sioux City Community Library or on the new bookshelf will not be loaned or placed on hold for ILL until that demand has been satisfied. Other restricted materials include popular audiovisual items, reference materials, historical collection materials , and entire magazines.

The North Sioux City Community Library does not charge for lending books on Interlibrary Loan. Materials sent on Interlibrary Loan will have a four-week loan period. North Sioux City Community Library overdue policies apply to Interlibrary Loan materials. However, no fines will be assessed. An item not returned after being 6 weeks overdue will be billed to the borrowing library for the replacement cost of the materials and a processing fee. Books borrowed from North Sioux City Community Library remain the fiscal responsibility of the borrowing library until the item is received at the North Sioux City Community Library. Materials lost or damaged in the mail or other methods of transit are the . responsibility of the borrowing library. Materials damaged while on loan to another library will be billed for replacement or repair.