

INTERLIBRARY LOAN POLICY

Interlibrary loan is the process by which a library requests material from, or supplies material to, another library. Santa Cruz Public Libraries provide interlibrary loan service in order to enhance and extend the resources available to cardholders. Because the Library cannot purchase every resource, interlibrary loan is an essential part of the Library's effort to meet the informational needs of the community. SCPL requests print materials from and supplies print materials to other libraries according to principles and procedures established in the MOBAC Interlibrary Loan policy, which is in alignment with the [National Interlibrary Loan Code](#) for the United States.

INTERLIBRARY LOAN PROCEDURES

Patron accounts must be in good standing to be eligible for interlibrary loan.

Print materials (books and journal articles) are eligible for interlibrary loan. Books published within the previous 12 months are not eligible for loan.

Interlibrary loan materials check out for 3 weeks. Renewal requests must be made to the ILL department by phone or email (831-427-7726 / ill@santacruzpl.org); if your renewal is granted, the item's due date will be adjusted to reflect your new loan period. Overdue items are not eligible for renewal; please request renewals at least 3 days before the item is due. Occasionally, the lending library will put restrictions on the item they are lending and it may be for in-library use only, or have a shortened loan period.

Although interlibrary loan materials usually arrive quickly, please allow up to 4-6 weeks for delivery. Arrival times depend on the lending libraries and the delivery service.

Interlibrary loan is intended to be a free service. Most requested materials are borrowed from libraries with whom we have reciprocal agreements so there is no cost. Occasionally, hard-to-find materials may only be borrowed from libraries that charge a fee. In cases such as these, patrons will be contacted prior to incurring any expense. If an interlibrary loan item is lost or damaged, the patron will be responsible for full replacement cost plus any charges as determined by the lending library.

Patrons may have up to 5 ILL items requested or checked out at one time. Overdue ILL material must be returned before new ILL requests are processed.

Generally, only items that are not owned by SCPL are eligible for ILL requests to other library systems; exceptions may be made for owned titles that are in storage and are currently inaccessible to SCPL patrons.

Interlibrary loan materials may be returned to any branch. The identifying bookstrap must be intact upon return.