

## **Inter-Library Loan**

JPAB Policy # 320  
Adopted: 10/6/2014  
Five-year Review Schedule: 2019

If an item is not in our Library catalog, we may be able to borrow it from another library system through the Inter-library Loan (ILL) process. ILL allows Santa Cruz Public Libraries (SCPL) to borrow items from, and lend items to, libraries all over the United States for temporary use. Titles published in the last 12 months are not eligible for request or loan. SCPL will borrow or loan print materials only. Genealogy Collection, Law Library items, Californiana, and Library Use Only items will not be included in our lending program. The Genealogical Society of Santa Cruz has a process in place for providing photocopies of their material. We will provide photocopies only of periodicals, sheet music, Library Use Only items, and items printed prior to 1800.

Inter-library loan requests may take as long as four to six weeks to arrive depending on the response time and shipping mode of the lending library. SCPL does not guarantee that all items will be available for loan or processed within a certain amount of time. The library will notify the patron if the library is unable to obtain the requested item. Patrons may have five requests in process or checked out at any one time.

Patrons will be charged a fee of \$5.00 for each Inter-library loan request. The fee will be charged to the patron's Santa Cruz Public Libraries account upon the item's arrival at SCPL. Santa Cruz Public Libraries will hold Inter-library loan items for seven days before returning the item to the lending library. Patrons will be charged the \$5.00 fee whether they pick up the item or not. Should the lending library charge additional fees, before the request is placed SCPL will ask the patron if they are prepared to pay these fees.

After an item is checked out to a patron, standard SCPL late fees apply. Lost or damaged items will be charged at the cost of the material as determined by the lending library. These charges will be applied against the patron's library card and becomes a regular part of the patron's account.

The Inter-library Loan service is available only on active accounts with balances of less than \$10.