



OPERATING POLICY

INTERLIBRARY LOAN

Our Library mission is to provide residents of all ages the means to continue learning throughout their lives; to nurture a love of reading; to find, evaluate and utilize information in a variety of formats; and to connect as a community. If those needs cannot be met using our collection, our staff borrows materials from other libraries.

Interlibrary Loan is a partnership with other libraries. We will borrow materials from other SWAN (System-Wide Automation Network) consortium libraries for any SWAN patron. Interlibrary loan of materials from non-SWAN libraries or requests for photocopies are reserved for the patron who has received his/her library card at our Library. This includes those individuals living outside our service area who choose to purchase an annual non-resident card.

All La Grange cardholders have equal access to all the interlibrary loan services we offer. Reference librarians and other staff members are available to help locate items at our Library and other libraries. Requests for items are expedited promptly to make the items available as quickly as possible. We respond promptly to requests from other libraries for items from our circulating collection and for photocopies from our magazines and reference books.

We do not charge our cardholders or other libraries in Illinois a fee for materials available within the state. Applicable fees will be applied for out of state materials borrowed or loaned. The La Grange Public Library honors the lending library's condition of loan and will convey these conditions to the patron as soon as we become aware of them. Fees are charged for photocopies from other libraries.

The La Grange Public Library complies with the Interlibrary Loan Guidelines set up by the Metropolitan Library System (MLS) Interlibrary Loan Code (2004), the ILLINET Interlibrary Loan Code for Illinois (2008) and the American Library Association Interlibrary Loan Code, (2001).