



OPERATING POLICY

INTERLIBRARY LOAN

The mission of the La Grange Public Library (Library) is to provide the community the inspiration and the means to learn, explore, and connect throughout their lives. If those needs cannot be met using our collection, Library staff will borrow materials from other libraries.

Interlibrary Loan is a partnership with other libraries. Library staff will request 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 La Grange card-holders. This includes those individuals living outside the Library's service area who choose to purchase an annual non-resident card.

All La Grange cardholders have equal access to all the interlibrary loan services the Library offers. Reference librarians and other staff members will help locate items at our Library and other libraries. Requests from patrons and other libraries will be processed in a timely manner.

The Library does not charge its cardholders or other libraries in Illinois a fee for materials available within Illinois. Applicable fees will be charged for out-of-state materials borrowed or loaned. The Library honors the lending library's conditions of loan and will communicate these conditions to the patron. Fees are charged for photocopies.

The Library complies with the Interlibrary Loan Guidelines set up by the Reaching Across Illinois Library System (RAILS) Resource Sharing Policy (2013), the ILLINET Interlibrary Loan Code for Illinois (2015), and the American Library Association Interlibrary Loan Code (2001).