

Putnam County Public Library

Interlibrary Loan Policy

The Interlibrary Loan system (ILL) is a library service offered by Putnam County Public Library whereby PCPL patrons may borrow materials from other libraries. If PCPL does not own a book, article, or other material in its collection, we will attempt to borrow the item from another participating library. PCPL's Interlibrary Loan system borrows items from Indiana libraries through the Statewide Remote Circulation System, SRCS.

What May Be Borrowed

Putnam County Public Library can borrow DVDs, books, journals, CDs, and audiobooks on behalf of our patrons.

What May Not Be Borrowed

Patrons cannot request items that are already in our collections or are checked out of the library. If an item is checked out already, then the patron may be added to that item's holds list.

Who May Use Interlibrary Loan

Only Putnam County Public Library patrons with a library card in good standing with PCPL can request materials through Interlibrary Loan.

How to Make an Interlibrary Loan Request

A patron can make an ILL request in person at the Adult Reference desk, over the phone, or through email. The patron needs the title of the item or other identifying information of the item. The patron making the request needs to provide their first and last name and the best way to contact them (preferably a phone number or email address).

Patron's library account will be checked if they are in good standing during this process.

Waiting Time for Materials

Materials requested through the Interlibrary Loan system should arrive in two to three weeks from the time that a request is processed and shipped. There can be delays in receiving items because of holidays or library closings.

After the request is received by Putnam County Public Library, the patron will be notified and will have **eight days** to pick up the item before it is shipped back to the lending library.

Interlibrary Loan Cost to the Customer

Interlibrary Loan is a free service of the Putnam County Public Library. In the instance that an ILL lender charges for an item, the patron will be notified of the charges and then can decide whether s/he wants to be charged for the material or cancel the request.

Renewals

Patrons should give the PCPL 48 hours notice if they want to renew the item. Renewal status on an Interlibrary Loan is at the discretion of the lending library.

Overdue, Lost, or Damaged Items

A patron is only charged for an Interlibrary Loan if an item is damaged, lost, or overdue during the borrowing period. For overdue items the patron will be fined by the lending library via PCPL.

An item is considered lost after two weeks overdue. Once the lending library bills PCPL for the lost item, the patron's account will be charged. If an Interlibrary Loan item is damaged and PCPL receives a bill from the lending library, the patron's account will be charged.

If a PCPL patron has a repeat offense of damaging or losing items, then their Interlibrary Loan privileges are revoked.

PCPL is responsible for the safety of all materials that are requested through Interlibrary Loan. Lending libraries have the right to suspend our access to their collections if PCPL patrons damage or lose their items. If this happens, it damages PCPL's reputation as a reliable Interlibrary Loan user.

Adopted by Board resolution 2/27/2019