

### **Interlibrary Loan**

Adopted by the Board of Trustees, June 8, 2011

In order to ensure access to lifelong learning for all ages, the Pittsburg Public Library borrows material from other libraries throughout the state, to supplement our own collection. We also loan material to other libraries in Kansas as requested.

When patrons request books or other material that we do not have in our collection, we will borrow those items through the State Library of Kansas interlibrary loan system.

Patrons must have a library card on file before placing interlibrary loan requests.

Patrons are allowed four requests or items at any one time.

**Procedures:**

- Any staff in Adult Services, Youth Services or Young Adult Services can assist patrons who are requesting loans from other libraries.
- Check our catalog to see if we own the item. If we do not, look up the item in the Kansas Library Catalog (KLC).
- If the patron has a library card, complete the paper ILL form and place the request online. If the person does not have a library card, send them to Circulation to apply for one.
- The staff or the ILL coordinator approves the request online and circulation staff notifies patron when the item arrives.
- Circulation staff handles ILL material as they do reserves: calling patrons and holding the material for pick-up a maximum of 4 days.
- The ILL coordinator manages renewal requests for any ILL items, although renewals are discouraged.
- The ILL coordinator retrieves requests from other libraries, checks them out to ILL, and sends them via courier or USPS to the requesting library.
- The ILL coordinator checks in and returns all ILL material to the lending library.