

Interlibrary Loan Policy

Adopted February 2005; rev. May 2021

The Plainfield-Guilford Township Public Library provides interlibrary loan (ILL) service in accordance with the following policy:

A. Interlibrary Borrowing

Interlibrary loan is a service provided to both card-holding residents of Guilford Township and individuals who purchase non-resident cards whose accounts are both active and in good standing as determined by the Evergreen Indiana Circulation Policy. PLAC patrons must initiate interlibrary loan requests with their home library.

The length of the loan period for items borrowed through interlibrary loan are determined by the lending institution, not the Plainfield-Guilford Township Public Library. Materials borrowed through interlibrary loan may not be renewed.

Library staff will first search the Evergreen Indiana Library Consortium's shared catalog for requested materials. If the items are not obtainable through Evergreen Indiana, staff will initiate an interlibrary loan request. The library will not initiate a request for material that the library owns unless that material is missing or lost. Items in frequent or recurring demand will be considered for purchase.

The library does not charge patrons for the use of interlibrary loan service. However, if the lending library charges the Plainfield-Guilford Township Public Library for copies, insurance, mailing, the loan of materials, or other ancillary costs, those charges will be passed along to the patron. Patrons will be given the option of specifying a maximum charge they are willing to pay prior to the material being requested.

Patrons are responsible for all materials borrowed on their behalf. This includes, but is not limited to, paying late or overdue fees or fines, replacement costs and processing fees for any damaged or lost item. Failure to return interlibrary loan materials on time, pick up items ordered, or pay for previously lost or damaged ILL items may result in suspension of interlibrary loan service privileges.

B. Interlibrary Lending

The Plainfield-Guilford Township Public Library will loan out items from our collection on a case by case basis.

Items are loaned out for eight (8) weeks including shipping time and with no renewals.

The library will not charge for lending materials, except for insurance, photocopying, or mailing costs, if any. The library will also charge the borrowing library for loaned materials that are overdue, damaged, or lost.