

# Interlibrary Loan Policy

In order to offer books, audiobooks, DVDs, and other materials not available in its collection, the Harrison County Public Library participates in two interlibrary loan programs. All card holders in good standing may request materials through SRCS. If a material is not available through SRCS, resident card holders in good standing may request materials through IN Share.

## General

- If a material is available through the Harrison County Public Library, an ILL should not be requested unless:
  - Multiple copies of the same material are needed by the same person or group.
  - The library copy is marked “Lost” or “Missing”
- Materials published within the last 12 months are not available through ILL.
  - Patrons may ask for the library to purchase these materials instead.
- ILLs can arrive as soon as one week or may take several weeks.
- The lending library sets the due date.
  - One renewal may be requested.
  - The new due date will be set by the lending libraries.
  - Renewals are not guaranteed.
  - Late materials may incur a fine.
- Do not remove tags or bands from ILL materials as these are needed to check materials in and out of the library.
- Patrons who check out ILL materials are responsible for:
  - Paying any postage due on materials sent through the mail.
  - Any fines or fees for overdue materials charged to the Harrison County Public Library by the lending library as well as those normally charged by the Harrison County Public Library.
  - Any fines or fees for lost and damaged materials charged to the Harrison County Public Library by the lending library.

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## SRCS

- All interlibrary loan requests will be put through the SRCS system first.
- Patrons may make 5 new requests per week.
  - Pending requests and current checkouts from previous week will not count against this total.
  - Once the limit of 5 is met for the week, patrons may not return materials in exchange for more requests within that same week.
- Any Harrison County Public Library card holder in good standing may request SRCS materials.
  - Any fines must be paid before an ILL will be ordered.
  - No age restriction exists on ordering SRCS other than those already existing in HCPL's policy (e.g. minors may not check out DVDs).
- Patrons are encouraged to order their own SRCS materials, but are welcome to request them at the desk.
- SRCS materials will be kept on the holds shelf behind the circulation desk.
  - SRCS holds are subject to the same removal procedures as HCPL materials.
- The library's automated system will call patrons when materials become available.
- SRCS materials will count toward the material limits for card holders.
  - DVDs received through SRCS will be counted against the *item* limit not the *DVD* limit.

## IN Share

- Any interlibrary loan requests not available through the SRCS system may be requested through the IN Share system.
- Patrons may make 2 new requests per week.
  - Pending requests and current checkouts from previous week will not count against this total.
  - Once the limit of 2 is met for the week, patrons may not return materials in exchange for more requests within that same week.
- Any **resident** Harrison County Public Library card holder in good standing may request IN Share materials.

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- Non-residents should request IN Share materials through their home library.
- Any fines must be paid before an ILL will be ordered.
- Minors must have parental permission to request IN Share materials.
- IN Share requests must be made at the desk.
- IN Share materials at the Corydon branch will be kept behind the reference desk and behind the circulation desk at all other locations.
  - IN Share materials are subject to the same removal procedures as HCPL library materials.
- Library staff members will call patrons when materials become available.
- IN Share materials will arrive either through the courier service or regular mail.
  - Any that arrive via regular mail will have a \$3 charge for postage.
  - Postage charges are due upon pick up of a material.
  - Postage charges will be applied to a patron's library card if they fail to pick up materials.
- IN Share materials will not count toward the material limits for card holders.
  - DVDs received through IN Share will not be counted against the DVD limit.
- At the Main Branch, IN Share materials should be returned to the reference desk, **not** the check-in desk.
- At other branches, IN Share materials should be returned to the check-in desk.
- IN Share materials should only be returned in the drop box as a last resort.

## Restricting ILL Privileges

In order to maintain borrowing privileges and good relationships with partner libraries, the Harrison County Public Library may suspend or end a patron's ILL privileges. Behaviors that may result in a suspension or end of privileges include but are not limited to the following:

- Attempting to order more materials than allowed
- Loss or damage of materials
- Frequently/habitually overdue materials
- Activities that infringe on copyright law
- Repeated removal of library tags, bands, or paperwork.

*The Harrison County Public Library is not responsible for any damage or loss incurred through the use of the ILL systems: SRCS and IN Share.*

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