

Interlibrary Loan Policy, Policy #11

Adopted: July 1997

Revised: January 2002, June 2003, June 2006, June 2009, January 2024

Reviewed: June 4, 2012

The Gibson Memorial Library cannot possibly have every book that someone might want to read or use, so the service of interlibrary loan is available. This means that one library lends a book to another library for a short period of time.

The Library affirms that interlibrary loan is a supplement to, not a substitute for, the Library's collection. In meeting patron needs, the Library will review its own collection before requesting items on Interlibrary Loan. Items in frequent or recurring demand will be considered for purchase.

The Gibson Memorial Library is a member of the state-funded program State of Iowa Library Online (SILO) and is reimbursed annually for each item loaned through ILL. Through SILO and the supporting system Iowa Shares, the state library provides transport of many materials to participating locations within Iowa. The library will follow the terms of agreement set by the State Library of Iowa. (https://www.statelibraryofiowa.gov/index.php/download_file/534/417)

There will be no cost to the patrons for any interlibrary loan transaction. Books loaned on ILL will not automatically renew; patrons must contact Gibson Memorial Library in order to request a longer checkout.

Materials on the Gibson Memorial Library's new bookshelf will not typically be loaned on ILL. Renewals will be handled on an individual basis.

If materials loaned on ILL are lost or damaged, the borrowing and lending libraries will negotiate the replacement of the material. The borrowing library is ultimately responsible for payment for the materials, whether they recover cost from the patron or make payment out of their budget.

One staff member shall have the responsibility for keeping accurate ILL records. These records are kept for one year.