

Interlibrary Loan

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Interlibrary Loan (ILL) is a transaction in which library material or a copy of the material is made available by one library to another upon request. It serves to expand the public's access to information by making available materials which are not held by a patron's local library.

The following paragraphs outline the policies for West Fargo Public Library (WFPL) patrons who borrow items on Interlibrary loan, as well as WFPL's policies for lending to other libraries.

The Library Director reserves the right to make exceptions.

Interlibrary Borrowing (West Fargo Patrons):

The purpose of ILL is to obtain materials, at patron request, that are not available at the WFPL.

Eligibility:

Any patron with an active WFPL card not obtained through reciprocal borrowing privileges may request items through interlibrary loan. Accounts must be in good standing before items can be picked up. Expired cards must be reactivated. Fargo Public Library and Lake Agassiz Regional Library cardholders must request ILL items from their home libraries.

Materials available through ILL:

The WFPL accepts requests for most types of materials, with the exception of items currently owned by the library (including items which are checked out, on hold, or non-circulating). However, lending libraries are unlikely to loan certain items, including new publications, reference works, and rare, bulky or fragile items.

How to Submit a Request:

Requests can be made in person at the WFPL service desk, by phone, or through the WFPL website (www.westfargolibrary.org). Patrons must provide either their WFPL card or the barcode number on the card when submitting a request.

Limitations:

- There is a limit of five active (pending or checked-out) requests per patron. New patrons are limited to two ILL requests at the time they obtain their WFPL card. When that item is returned, they become eligible for up to five active requests at any time.
- The WFPL attempts to borrow from libraries that do not charge for interlibrary loans, but occasionally materials are located only at institutions that impose a fee. In this case, the item will not be ordered until the patron is informed of the charges and has agreed to pay them.
- The WFPL is bound by any restrictions imposed by the lending institution. These may include "in-library use only", "no renewals", or "no photocopying". Microfilm is generally made available for "in-library use only". A microfilm reader is available for viewing microfilm.

- Because of copyright restrictions (Title 17, U.S. Code), each calendar year, the WFPL is able to obtain no more than five articles published within the past five years from a periodical (journal, newspaper, or magazine).

Timely Fulfillment of Request:

Service will be provided as quickly as possible. The time required varies depending on the lending library and the materials requested. The process may take from 1-3 weeks or longer in certain cases. If it is not possible to obtain the materials by the date indicated by the patron, the request will not be processed.

Notification:

Patrons will be notified by email when the requested material is available to be picked up if they have provided an email address. If not, they will be notified by phone or mail. Patrons will also be notified if we are unable to fill a request.

Material Pickup:

ILL materials can be picked up at the service desk. Articles may be emailed as digital files.

Unclaimed photocopies will be held for three (3) weeks. Other unclaimed items will be held until they are due back at the lending library. Another request for the same item will not be accepted from the same patron. ILL borrowing privileges may be suspended for repeated unclaimed requests.

Loan Period and Renewals:

The loan period is determined by the lending library, not the WFPL, and is noted on each item. Requests for renewal must be made at least three business days before the item's due date. Renewals must be requested from the WFPL, not the library that loaned the material, however, they are granted at the discretion of the lending library and cannot be guaranteed.

Returns:

Materials should be returned directly to the WFPL, not to the library that lent them. Late fees will be charged for overdue items. The patron is also responsible for all charges resulting from damage, or loss of materials. These charges may vary depending on the cost of the item borrowed and/or the lending library's fees.

Interlibrary Lending (Requests from other libraries):

The WFPL participates as a lender in the North Dakota Interlibrary Loan (ILL) System.

Materials available:

WFPL will loan items from our circulating collection, with the exception of new publications, magazines, technology, equipment, and passes. Non-circulating collections (such as Reference, the North Dakota Collection, and items in the West Fargo Historical Center) are not available for ILL.

The WFPL reserves the right to refuse to lend materials or to ask a borrowing library to restrict the use of materials requested.

Charges:

Fees may be charged for photocopies.

The borrowing library is responsible for borrowed material. If loss or damage occurs, the borrowing library is responsible for compensation or replacement, as determined by the WFPL. Materials loaned by the WFPL will be subject to standard policies regarding lost and damaged materials.

Conditions of loan:

The borrowing library and its patrons must comply with the loan conditions specified by the WFPL, including loan periods.