



Interlibrary Loan Policy

BOARD POLICY

Pikes Peak Library District (PPLD) provides interlibrary loan service in order to enhance and extend the resources available to resident cardholders (400 series card). A Resident Card is issued to any resident or property owner of El Paso County (excluding residents in the Security Public Library service area). Because the Library cannot purchase or subscribe to every resource, interlibrary loan is an essential part of the Library's effort to meet the informational needs of the community. PPLD requests materials from, and supplies materials to, other libraries according to principles and procedures established in the Interlibrary Loan Code for the United States, approved by the Reference and Users Services Association (RUSA) Board on January 11, 2016.

PROCEDURES

The Interlibrary Loan service provides a way for resident cardholders (400 series cards) of Pikes Peak Library District (PPLD) to obtain resources from libraries throughout the state of Colorado, the United States, and Canada. Items are shared by adhering to guidelines, policies, and procedures that are fair and sensible. PPLD seeks to strike a balance between the needs of the individual and the overall needs of Library patrons.

I. Interlibrary Loan Codes and Agreements

Interlibrary loan (ILL) codes are the guidelines that libraries agree to in order to make interlibrary loan function smoothly, with the main one being the [Interlibrary Loan Code for the United States](#). These agreements enable PPLD to have reciprocal relationships with other libraries, allowing PPLD to borrow materials with no or minimal charges.

II. Borrowing

Borrowed items are typically items that PPLD does not own and items that do not meet the purchasing criteria from patron requests. PPLD has a **6-item limit** on all active ILL requests and purchase requests. This number includes ILL items that are checked out and ILL/purchase requests in processing.

PPLD patrons use WorldCat, an international database of library holdings, to request items. Patrons search WorldCat from PPLD's website to find the entry for an item and then select the "request item through interlibrary loan option" to submit the ILL request.

Request It combines interlibrary loan service and purchase requests into one service. Items published within the past two years will first be considered for purchase under PPLD's [Collection Development Policy](#). If the item is not purchased by Collection Management, the request will be routed to ILL and they will attempt to fulfill the patron request, unless the item falls under the following caveats:

- Items published/released within the current calendar year will not be requested through interlibrary loan. PPLD will not lend new materials and neither will other libraries.
- PPLD does not borrow the following items: video games, electronic materials (such as eBooks/eAudios), book club sets, Playaway products, and hot spots. Entire issues of magazines and journals cannot be requested via ILL.
- If PPLD owns an item that circulates but is currently checked out, the item will not be requested through ILL and the patron will be placed on the holds list for the item.

Lending libraries establish the amount of time that a patron can borrow the materials. Renewals are at the discretion of the lending library.

Items borrowed through ILL may be recalled by the owning library at any time. If the item has been checked out and is recalled, then it must be returned to PPLD.

Recalled items are not eligible for renewal and result in a shorter loan period.

There is usually no charge to patrons for ILL service; however, while we try to obtain materials for free, some lending libraries do charge a fee. These fees will be passed along to patrons as long as they were agreed upon when the request was taken. When there is a charge, the average cost per item can range from \$10-\$25 (or higher since the borrowing fees are determined by the lender).

III. Lending

PPLD lends items from the collection to other libraries primarily in Colorado as well as the United States and Canada. Since ILL is a mutual relationship, PPLD must be willing to supply materials as freely as we request materials.

PPLD lends using SWIFT (Statewide Interlibrary Loan Fast Track), ILLiad, as well as ALA requests via email or U.S. Mail.

PPLD does not lend: video games, electronic materials (such as eBooks and eAudios), book club sets, Playaway products, hot spots, references, or items located in Special Collections. PPLD does not charge to lend materials within the United States. Canadian libraries are charged due to the high cost of postage. PPLD does not lend new items that have been published within the current calendar year; this is to permit PPLD patrons the chance to browse these new items in PPLD's collection without having them out on interlibrary loan for a longer time period.

IV. More Information

To find more about PPLD's Interlibrary Loan service, visit the [Interlibrary Loan \(ILL\) FAQ](#).