

Wallingford Public Library

Interlibrary Loan Policy

Staff mediated interlibrary loan requests are initiated when a Wallingford resident requests a specific title or information from a resource that is not available through the LION system.

Only Wallingford residents in good standing at the library may request materials through interlibrary loans. Patrons with cards from other libraries should contact their home library to place an ILL request. Choate students request interlibrary loan material through the Andrew Mellon library at Choate Rosemary Hall, unless they are Wallingford residents.

When the WPL staff is not able to locate materials through findIT CT, the statewide library catalog, or other in state resources, requests may be referred out of state. Patrons will be informed if there is a fee and have the option of paying the fee or cancelling the request. An interlibrary loan request may be considered for purchase and added to the collection if the item falls within the Library's selection criteria.

Patrons may have up to five active requests at any one time.

Library patrons may check on the progress of an interlibrary loan request by contacting the Library's Interlibrary Loan Department. Library patrons may attempt to renew or extend the loan period of an interlibrary loan item by contacting the Library's Interlibrary Loan Department unless "Not Renewable" is written on the interlibrary loan date due slip which accompanies each ILL item.

The requesting patron is responsible for any fees or fines charged by the lending library.

Wallingford Public Library does not:

- request the same title for a patron more than twice a year; there is a 30 day waiting period between successive requests for the same title
- request a title which is owned by the Wallingford Public Library, or which is available through the LION automated system
- refer requests out of state for items that can be borrowed at a Connecticut public library using a Wallingford Public Library card

The overdue fine for ILL items on loan to Wallingford patrons is \$1.00 per day, per item, up to a maximum fine of \$10.00 per item.

The Wallingford Public Library will lend any of the circulating material in its collection to other libraries except for fiction DVDs and items in high demand in Wallingford.

Adopted October 2004, reviewed March 2007, revised March 2011, March 23, 2015, September 26, 2016.