



CITY OF RIO RANCHO

ADMINISTRATIVE POLICIES AND PROCEDURES

Library Interlibrary Loan Policy

Chapter: 1
Article: 18
Effective: August 8, 2024

Section

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1-18-1 Definition

Interlibrary loan (ILL) is the process by which a library requests material from, or supplies material to, another library.

1-18-2 Purpose

The purpose of ILL is to obtain materials that are not available from the City of Rio Rancho Department of Library and Information Services (“the Library”) for the purpose of lending to Library cardholders. ILL services should be used only to obtain materials that are outside the scope of the local collections or that may not be available through library vendors.

1-18-3 Eligibility

ILL is a service that is available to all Library cardholders. ILL service will not be extended to anyone who currently owes fees or has overdue materials. Failure to follow the terms of this policy may result in the temporary suspension of ILL borrowing privileges at the discretion of the Library Director.

1-18-4 Scope

Requestors should be aware that some categories of material are frequently difficult to obtain. Due to practical, financial and availability limitations, the Library will not request materials that fall into the following categories:

- Current best sellers;
- Titles published within the past three (3) months;
- Multiple copies of the same title;
- Titles owned by the Library, unless long overdue or declared missing;
- Whole issues and/or volumes of periodicals and journals (requests for individual articles are permitted);
- Licensed computer software data-files;

- Item located outside of the United States of America;
- Limitations on size set by the City's mail service; and
- Items with ILL fees that exceed the Library's ILL fee budget.

1-18-5 ILL Usage

- Requestors are limited to five (5) active requests.
- ILL requests must be submitted in writing via the appropriate Library Materials Request Form.
- Request forms should be as complete as possible, with all applicable contact information provided.
- All requests for materials not owned by the Library will be considered by the Library for possible purchase before ILL requests are placed.
- Requestors will be notified in the event that requested materials cannot be obtained.
- ILL material loan periods will be determined by the lending library.
- ILL materials may be renewed at the discretion of the lending library.

1-18-6 Cardholder Responsibilities

- ILL materials should be picked up within ten (10) days of notification.
- Materials not picked up after ten (10) days may be returned to the lending library.
- Materials obtained through ILL must be returned to Library staff at the service desk.
- Although the Library does not typically charge late fees, the policies of the lending library regarding overdue, damaged, or lost materials apply to all borrowed ILL materials.
- The cardholder shall be responsible for all ILL Fees associated with the use of this service including late fees charged by the lending library, replace cost for lost or damaged materials, and Library collection costs and fees.

1-18-7 Copyright Compliance

The Library will not accept ILL requests that do not comply with the Copyright Law (Title 17, U.S. Code) and its accompanying guidelines as issued by the National Commission on New Technological Uses of Copyrighted Works.

APPROVED THIS 8th DAY OF AUGUST, 2024



Matthew B. Geisel, City Manager