



CITY OF LONGMONT | Longmont Public Library

## Interlibrary Loan (ILL) Policy

### Mission

Interlibrary Loan (ILL) is the requesting service of Longmont Public Library (LPL) which draws upon materials found on [OCLC](#) catalogs. The mission of ILL is to provide our patrons access to materials from other libraries for purposes of private study or enjoyment, scholarship, or research in an equitable, responsible, and prompt manner.

### Access

ILL is available to all patrons with a Longmont Resident Adult card. Non-Resident Adult, Limited Use, computer use accounts, or accounts with other libraries are not permitted to order through ILL. An account in good standing is necessary to use ILL. No account with a balance of more than \$10 can use ILL. Effective September 1st, 2025 patrons who have a Non-Resident card will no longer have access to ILL services.

To order through ILL, patrons may choose any of the following methods:

- Speak with Reference Librarians in person either at Adult Services or Children and Teen Services.
- Submit a request online on our website.
- Call the Interlibrary Loan Office at 303-651-8772.

### Cost

*NOTE: Due to changes with our Interlibrary Loan service provider, the Longmont Library will no longer be able to request items that we cannot acquire free of charge from lending institutions. We apologize for the inconvenience.*

There is no charge to order through ILL, except in the following cases:

If an ILL item is damaged or lost, the requesting patron will be charged either \$75 or the replacement fine as set by the lending library. We accept replacement items if the lender does.

While requesting through ILL is free for our patrons, it is not free for LPL. LPL is a member of a number of lending groups and consortia, through which we are able to acquire materials needed by our patrons, and there are costs associated with each of these. In order not only to expedite the delivery of items to patrons but also to minimize costs to LPL, we search through applicable consortia on the basis of size. An item will not be requested from a larger consortium when it can be obtained from a smaller one.

## Limits

Due to copyright restrictions mandated by Title 17, Section 108 of the U.S. Code:

- There is a limit of one journal article per journal issue per patron per year.
- There is a limit of five articles per journal issue per library per year.
- There is a limit of five copies per chapter, article, or other small portions of a non-periodical work per library per year.

NOTE: these limits pertain to requests made at no charge to the requesting patron. If a patron would like to exceed these limits, they will be responsible for paying the royalty fees assigned by the copyright holder.

Due to physical limitations of available staff time, there is a limit of 25 ILL requests per patron per year, regardless of whether they are filled or not. Effective January 1, 2026, the limit of ILL requests will be 15 requests per patron per year.

We exclusively request items from libraries or other organizations in the United States which participate in OCLC.

Exceptions are made at the discretion of ILL staff.

LPL does not “hold” unsuccessful ILL requests to be resubmitted at a later date. If for any reason a request is not filled and the requesting patron would like to re-request the item, the patron must resubmit their request at a later date.

Lending libraries may decline to supply an item for many reasons – or may even decline to provide a reason – most of which are beyond LPL’s control. If the potential lender requests more information in order to locate the item, ILL will contact our patron if necessary. If a patron would like to know why their request was declined and the lender has not specified why, LPL will contact the lender only once to inquire, regardless of whether or not the lender responds.

In almost all cases, lending libraries do not lend their materials to borrowing libraries when the items have been published 12 months ago or less; therefore LPL will not request these materials until they are at least 13 months old.

Older teens (16-17) that need ILL access will be treated in a case by case basis due to extenuating circumstances.

## Checking Out

The lending library sets the due date, and they decide whether renewals are allowed. If a requesting patron would like to renew an item, we ask that they contact ILL and make this request at least one week before the due date to give the lender time to respond. If an ILL item is returned late, the patron is responsible for all fees, even if there is a renewal request pending. If an item is more than three weeks late, it will be considered lost.

ILL places a book band on the item to identify the item as ILL material. These labels must not be removed.

ILL materials will be held at the Circulation Desk for a period of seven days. If the item has not been picked up within seven days, ILL staff will attempt to contact the patron to notify them about their item. The item will

be held for seven more days before it is sent back to the loaning library. It is the patron's responsibility to ensure LPL has correct contact information to be notified upon the arrival of a requested item.

ILL Materials must be returned to the Circulation Desk. Do NOT place materials in book drops.

We do not request or receive items marked as "IN LIBRARY USE ONLY".\

## **ILL Runs On Goodwill**

- ILL services will be revoked after three late returns of more than seven days each.

The ability of ILL to function is based on goodwill between libraries, and between LPL and our patrons. In order to maintain this goodwill, abuse of the rules of LPL or ILL, including efforts to "game the system" and repetitive damages of ILL materials, may result in the offender being barred from using ILL, at the discretion of the Head of Adult Services.