

## **Winnefox Interlibrary Loan Guidelines**

### **1. If an item is owned by a Winnefox library we will not request it from libraries outside of Winnefox.**

We've based our policy on the section of the *Wisconsin Interlibrary Loan Guidelines 2005: Interlibrary Loan Best Practices for Library Staff* [http://dpi.wi.gov/rll/ill\\_gd\\_best.html](http://dpi.wi.gov/rll/ill_gd_best.html) that discusses the limiting of ILL requests for items owned locally:

The borrowing library will limit mediated or unmediated requests in the following situations:

- materials on best seller lists or high demand titles in all formats (e.g., new media),
- materials which are owned, but in use at the borrowing library,
- materials which are owned, but in use within the borrowing library's shared automated system or consortium,
- materials which are on order at the borrowing library,
- materials which are on order within the borrowing library's shared automation system or consortium, and
- prepublication titles.

Borrowing multiple copies of titles for group use (e.g. book discussion groups) is an exception to the general guidelines of not borrowing what is owned by the library.

### **2. Because new items are often in high-demand and libraries are unwilling to loan them, we will not request videos and popular music that is newer than 1 year old. Other types of material will not be requested if it is less than 4 months old.**

The number of ILL requests for videos & popular music — coupled with the limited number of libraries that loan them — means that staff can spend a lot of time referring requests for materials we've little hope of borrowing.

For all other media types, the policy remains the same: Winnefox will not refer ILL requests for items until 4 months after the item's release date. Although Wisconsin ILL guidelines don't specifically list the 4 month guideline, it's been accepted by public libraries within the state that in most cases this amount of time allows high local demand to be met. *Please look at the copyright date of an item to determine if an ILL request is appropriate.*

### **3. Winnefox ILL Staff will use their discretion in determining whether it would be beneficial to send an ILL request to all potential borrowers.**

In some cases, after unsuccessfully requesting an item from a reasonable number of libraries, staff may determine that a request is unlikely to be filled even if referred further. In this case the request will be sent back to the borrowing library as unfilled. The unfilled reply will indicate why the item is being sent back and whether or not it is likely that the request could be filled if requested at a later date.

### **4. Winnefox will provide additional information regarding the reasons an ILL wasn't filled.**

Details as to why an ILL was unfilled will help staff at our libraries determine if it's appropriate for the patron to re-request an item at a later date, or if the item is unavailable through ILL. Some patrons re-request items that received an unfilled reply, despite the fact that in some cases no lenders are willing to lend that item or that format.

***Please keep these policies in mind whenever a patron asks for an ILL request***