

**Interlibrary Loan Policy**  
*(Board of Trustees Approved: October 2013)*

I. Interlibrary Loan (ILL) Borrowing

Forest Park Public Library (FPPL) cardholders may acquire all types of materials, in accordance with the lending library's loan rules, from libraries in Illinois, as well as from libraries in other states and foreign countries that participate in the Online Computer Library Center (OCLC). Lending libraries send materials to FPPL, which in turn checks them out to the borrowing patron. FPPL endorses the Illinois State Library's ILLINET Interlibrary Loan Code, which is available from the Illinois State Library.

II. Submission of Requests

In many cases, patrons can place requests on their own by means of online resources. They may also make requests through the Reference or Youth Services Desks. Patrons can monitor the status of their SWAN requests through the web-based SWAN catalog. The Reference and Youth Services desks can answer questions about all pending requests.

III. Fees

There are no fees for in-state ILL borrowing. There shall be a nonrefundable \$3.00 processing fee for all out-of-state requests that FPPL successfully obtains, whether or not the patron picks up the item. International requests may incur additional charges.

IV. Material Pickup and Return

When materials arrive, Library staff shall notify requesting patrons by telephone or email, and hold the materials for seven days. Items not picked up at the end of that time shall be returned to the lending library. The lending library determines the loan period for each item. All ILL materials, including any packaging material, must be returned to FPPL.

V. Renewals

Patrons must contact the Library **before** the due date to request renewal of materials borrowed from other libraries. Renewal is not guaranteed.

