

Interlibrary Loan Policy

Interlibrary Loan (ILL) and Holds Services allow patrons to obtain materials (not locally available) from participating Black Hills Library Consortium libraries, libraries in South Dakota, and throughout the United States. Interlibrary Loan is intended to supplement the library's collection; in meeting patron needs, the library will exhaust local resources first.

All current Sturgis Public Library cardholders with accounts in good standing may request items through Interlibrary Loan. Items that may be requested include books, audio books, movies and photocopies. Some requests may not be filled due to high demand, copyright restrictions, inability to locate, or rarity of item.

A patron may have no more than five (5) ILL items on request at any given time without permission from the circulation librarian. Items owned by the library and temporarily unavailable will be placed on hold unless available in the Black Hills Library Consortium. Materials readily available through the library databases will not be requested. The library will generally not request any items that have been published within the last six to twelve months.

Patrons may place an ILL request in person at the library, by calling the library, or via the internet at sturgispubliclibrary.blogspot.com (click on the "SD Share-It (ILL)" tab). SPL does not charge an ILL fee, but other libraries may. In the instance of a fee, the ILL librarian will contact the patron to inquire if the patron is willing to pay the fee before requesting the item. ILL requests will be sent to libraries that charge if no other libraries can loan the requested materials.

Loan periods are determined by the lending library. Items generally are loaned to patrons for three weeks. Items will be considered overdue if they are not returned to SPL by the assigned date due. Lost, damaged or stolen ILL materials are subject to the lending library's policies. Charges for lost or damaged materials, as well as overdue charges for ILL items are the responsibility of the borrower. If a patron loses or damages Interlibrary Loan material and reimburses the library for the cost of the material, the patron may continue to borrow Interlibrary Loan items. If they fail to do so, all borrowing privileges will be revoked.

The lending library determines whether or not renewals are allowed. Contact the ILL department at the Sturgis Public Library to request information on specific item renewal options.

Adopted: 1/25/17

Reviewed: 9/27/23