

WINTER HAVEN PUBLIC LIBRARY INTERLIBRARY LOAN POLICY



Overview

Interlibrary loan service is essential to the vitality of libraries of all types and sizes as a means of greatly expanding the range of materials available to users. Lending between libraries is in the public interest and should be encouraged. Interlibrary loan should serve as an adjunct to, not a substitute for, collection development. When resources within the state and then the region have been exhausted, loan requests to more distant libraries should then conform to the provisions of the National Interlibrary Loan Code, 1980.

I. General

Interlibrary Loan (ILL) allows participating libraries to share resources outside of the Polk County Library Cooperative (PCLC). Materials borrowed from libraries outside PCLC do not fall under the same borrowing guidelines as Winter Haven Public Library materials. Availability of the items, due dates, and lending conditions can vary depending on the lending library rules.

Not all items are possible to obtain.

Eligibility

- All patrons with active PCLC accounts are eligible to use Interlibrary Loan
- Patrons must not have any lost book fines on their account at the time of request
- Items are only available for pick-up and return at the Winter Haven Public Library; ILL items WILL NOT be mailed to patrons via Books By Mail service

Requests

- Each patron is limited to FIVE active ILL requests at any time. Additional requests will be canceled
- Requests for materials should be completed online using the Item Request form on the WHPL catalog website
- Patrons should allow approximately 2 weeks for ILL requests to be filled
- Only Books, Audiobooks, DVDs, and CDs may be requested through ILL
- Items published within the last 12 months WILL NOT be eligible for ILL
- Items must be picked up at the Winter Haven Library.

Other

The Interlibrary Loan Code for the United States and its Explanatory Supplement shall regulate any matters not explicitly addressed within this policy.

II. Loans

All Winter Haven Public Library Interlibrary Loan requests are completed through the Division of Library and Information Services' FLIN SHAREit program. The lending library sets the length of the borrowing period for any item they lend out. Patrons may request a renewal, but this renewal is subject to the lending library's approval. Renewals must be requested one week in advance of the initial due date.

Winter Haven Public Library will ILL the following formats:

- Books
- Audiobooks
- DVDs
- CDs

Winter Haven Public Library WILL NOT ILL the following formats:

- Items added to the collection in the last 12 months
- Reference materials
- Digital Materials

Shipping

All materials in Florida will be sent via FedEx Library Mail Rate.

Recall

The supplying library may recall any loaned material at any time. Patrons are required to return recalled items promptly.

Replacement Charges

Allocating fees pertaining to the replacement of lost materials or repair of damaged materials lent through interlibrary loan are the responsibility of the borrowing library.

III. Fees

Winter Haven Public library does not charge or accept any Interlibrary Loan lending fees.

Lost or Damaged Items

Lost or Damaged Interlibrary Loans are the responsibility of the borrowing library or borrowing patron.

All fees for lost Interlibrary Loans are subject to the invoice received from the supplying library and will be applied to the WHPL patron's account if the item is damaged or lost.

This process for a lost Interlibrary Loan can take 2-4 weeks, and patron accounts over the WHPL fine limit due to ILL fees or Lost Interlibrary Loans will be subject to the same limitations as traditionally blocked accounts until the fine is settled.