

Interlibrary Loan Policy

The purpose of interlibrary loan (ILL) is to obtain materials not available at Yankton Community Library (YCL) and to provide materials from our collection to other libraries. Interlibrary loan helps to provide enhanced access to library materials and information. The Yankton Community Library observes the South Dakota ILL Code as well as ALA's National ILL Code, and U.S. Copyright Laws pertaining to photocopying/ILL.

Interlibrary loans are free to patrons with an active Yankton Community Library card. Interlibrary loans may be requested electronically through South Dakota Share-It, via phone or email, or with a paper request at the Circulation Desk. Yankton Community Library cannot guarantee that an item requested via ILL will be located and available. Patrons will be notified if we are unable to borrow the requested material. Turnaround time varies depending on several factors. Please expect 1-2 weeks as an average request time. Loan periods are defined by the policies of the lending library. Yankton Community Library staff may request one renewal on ILL items. Renewals are granted at the discretion of the lending library.

Limitations:

- Patrons are allowed to have 5 active requests at a time, with a limit of 10 requests per month.
- Interlibrary loan requests cannot be placed on items owned by YCL which are currently in use or on reserve, with the exception of book club requests.
- Some interlibrary loan requests may not be successful because of local popularity, determined reference material, or because the item is new, rare, extremely valuable or not easily replaceable.
- Due to limits placed by the SD State Library, requested items that are not available on the SD State Library courier service will be requested at the library's discretion.
- Interlibrary loans cannot be requested with 30-day trial cards or on restricted library cards.
- Due to high postage rates, YCL will not borrow from or lend items to libraries outside of the United States.
- YCL cannot interlibrary loan e-books or digital content.

Charges:

- If a patron orders interlibrary loan material and fails to pick it up upon notification by the library, the item will be sent back to the lending library on its due date. A \$5.00 per item fee will be assessed to the patron.
- A \$5.00-late fees may be assessed to YCL patrons on overdue interlibrary loans.
- Lost or damaged ILL materials are subject to the lending library's rules and policies. All charges associated with lost, damaged or overdue ILLs are the responsibility of the borrower.
- Yankton Community Library may assist patrons in requesting special items, such as microfilm reels, from other libraries or organizations. Fees and/or postage costs for special requests will be charged to the patron.
- If items lent to other libraries are lost or damaged, the borrowing library is billed for the replacement value of the material plus a \$5.00 processing fee.