

PLYMOUTH PUBLIC LIBRARY INTERLIBRARY LOAN (ILL) POLICY

Interlibrary loan (ILL) is an important service that supports the mission of the library by providing enhanced access to library materials and information. The purpose of interlibrary loan is to obtain materials not available in the library system and to provide material from the collections of other libraries. The library will borrow and loan materials through the existing interlibrary loan services according to standard interlibrary loan policies and procedures and applicable copyright laws.

Borrowing

ILL is available to most PPL cardholders in good standing, meaning current registration with no outstanding charges or overdue materials. Patrons with reciprocal or educator library cards are encouraged to utilize their primary library for their ILL needs.

A maximum of five requests may be processed at one time.

Some items - such as new releases, popular movies, reference and genealogy items - may not be obtainable. The due date is set by the lending library and the borrower must honor that date. Renewals are not always available. Any renewal requests are subject to approval by the lending library. To renew an ILL item, email ill@myplymouthlibrary.org or call Plymouth Public Library.

The borrower is responsible for any fees that the lending library may specify. This could mean postage fees, late fees, etc. PPL will make every effort to inform the borrower prior to placement of interlibrary loan order.

The borrower agrees to pay damages, overdue fees or for loss of materials.

Lending

PPL lends specific formats of materials to most libraries in the state of Indiana. Renewals are permitted as long as there are no holds on the item.

PPL will charge the borrowing library for materials that are damaged or lost. A processing fee may also be charged for damaged or lost materials.