

Chatham-Kent Public Library

Interlibrary Loan Policy

Purpose

Interlibrary loan (ILLO) services are provided for the Chatham-Kent community in an effort to provide access to materials not available in the CKPL collection.

CKPL participates in the Information Network for Ontario (INFO) through its affiliation with the Southern Ontario Library Service (SOLS).

Background

CKPL adheres to the INFO Resource Sharing Network Participation Policies and Standards (2008 revision).

Lending and Borrowing

ILLO service is available to anyone with a valid CKPL borrower card in good standing.

All ILLO requests are reviewed to determine whether they are appropriate for inclusion in the collection based on the Collection Development Policy rather than ILLO the item.

CKPL exercises its right to determine whether to submit or fill an ILLO request based on the age (new or old), condition, format, impact on other borrowers and demand.

CKPL does not borrow from or lend to libraries outside of North America.

Fees

CKPL limits its borrowing to libraries that do not charge an administration fee as the Public Libraries Act precludes libraries charging fees for circulating materials to the user.

Loan periods and replacement fees are set by the lending library.

CKPL users are responsible for any overdue fines and fees for loss or damage.

Limits on Usage

CKPL reserves the right to limit the number of concurrent requests from patrons based on volume and staffing.

CKPL reserves the right to suspend ILLO privileges for borrowers who habitually fail to pick up or return requested material or who have not paid any applicable replacement fees.

ILLO loans are non-transferable.

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Background Documents: SOLS INFO Resource Sharing Network Participation Policies and Standards; Ministry of Tourism, Culture and Sport, Public Libraries Act – Questions and Answers for Public Libraries

For more information or alternative formats of this document, please email cklibrary@chatham-kent.ca.