

BARTON

LIBRARY

Dare to Know

Inter-Library Loan

Overview

The Barton Library provides inter-library loan (ILL) services to broaden the range of resources available to its users. Since the Library cannot acquire every resource, ILL serves as a vital tool to meet the informational needs of the Barton community.

Definition

Inter-Library Loan (ILL) is a collaborative agreement between libraries to lend and borrow materials, allowing libraries to fulfill requests for items they do not own.

Borrowing Materials from Other Libraries

- ILL services are available to all Barton Library patrons with accounts in good standing.
 - Borrowers may request any type of material, except items that have not yet been published.
 - Requests for newly released or highly popular items may be declined to prioritize local access for other libraries' patrons.
 - ILL requests will not be placed for items owned by Barton Library unless the item has been lost or is missing for over 45 days.
 - There are generally no fees for borrowing materials through ILL.
 - If materials are unavailable within the Kansas ILL system, requests may extend to out-of-state libraries.
 - In such cases, borrowers will be asked if they are willing to cover postage and handling, or photocopy fees, and must specify the maximum amount they are willing to pay.
 - Borrowers may have a maximum of ten active ILL requests at any time.
 - Active requests include items that are checked out, in transit, or awaiting processing.
 - A request remains active until the item is returned to the lending library.
 - Borrowers are responsible for paying the replacement costs for any ILL materials they lose, as determined by the lending library.
 - Borrowers are responsible for any damage to ILL materials while they are in their possession.
 - Replacement or damage fines are set by the lending library.
 - The Barton Library will notify borrowers of any fines, collect the payment, and remit it to the lending library.
 - The Library Assistant, Circulation Services, will inform borrowers of fines or fees via email.
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- Records of ILL transactions are maintained only as long as necessary to track and return borrowed materials.

Lending Materials to Other Libraries

- The standard loan period for ILL items is 30 days from the checkout date to the borrowing library.
 - DVDs are loaned for three weeks.
 - Out-of-state loans are six weeks for books and four weeks for DVDs.
 - Items may be renewed for the original loan period unless another borrower has placed a hold on the item.
- The Barton Library does not charge lending or overdue fees for ILL items sent to other libraries.
- The Barton Library does not lend non-circulating reference materials or items from the Cohen Center for Kansas History collection.

Contact(s): Director of Library and College Archives

Related Forms: [Book Request Form](#); [Periodical Request Form](#)

Relevant Guideline(s) or Plan(s): [Circulation Guidelines](#); [Lost or Damaged Materials](#)

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Effective: 12/06/2021

Revision(s): 01/27/2025
