

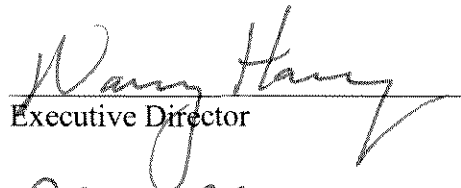
**City of Lubbock, TX  
Library**

**Administrative Policies and Procedures**

**Subject:** Interlibrary Loan Policy **Effective Date:** 01/01/06

**Approved by:**   
City Manager **Revised Date:** 05/30/08

  
Assistant City Manager

  
Executive Director

  
Library Director

**Applies to:** Library Patrons/Staff

**Policy:** The Lubbock Public Library participates in the interlibrary loan (ILL) program.

**Roles and Responsibilities:** *Library Supervisory Staff*

- Ensures that training is provided in ILL policy and procedures and that the procedures are followed.

***Library Patrons***

- Any patron who is in good standing with the Lubbock Public Library is eligible for ILL services.

**Procedures:** **Borrowing Procedures**

1. Library cardholders without age restrictions requests materials on ILL.
2. Library patrons are restricted to a total of 10 requests per week, due to the volume of daily requests.

3. Interlibrary loan is for printed materials, such as books and photocopies of magazine articles. Multimedia materials, current books, rare books, genealogy materials, reference books, bestsellers and inexpensive paperbacks may be requested but are often not available through interlibrary loan.
4. Loan requests are handled within 24 hours (excluding weekends). Most materials take an average of two to three weeks to arrive. ILL items are checked out for four weeks with no renewal unless otherwise specified by the lending library.
5. Every effort is made to obtain materials from libraries that do not charge for ILL services. When charges are incurred, patrons are responsible for payment.
6. Lubbock Public Library does not pass on postage costs for ILL materials to the patron.
7. The borrowing library is responsible for material from the time it leaves the lending library until it is back on the shelves at the lending library. If the post office loses the material, then the borrowing library is responsible and pays for the loss. If the patron loses the materials, then the patron is required to pay for the material including any additional fees imposed by the lending library. Overdue fines are charged for ILL materials returned after the due date.
8. All requests for photocopies complies with federal copyright law. The library keeps track of the number of request per journal title to insure that copyright laws are followed.

### **Lending Procedures**

1. The Lubbock Public Library lends materials according to the Interlibrary Loan Code for the United States and lends materials for free.
2. The checkout period for ILL is four weeks with no renewal. ILL materials are subject to recall at the discretion of the Lubbock Public Library.
3. The Lubbock Public Library lends books, except for bestsellers, and multimedia materials.
4. The Lubbock Public Library does not lend microfilm, genealogy materials, local history materials, and reference books.

5. The Lubbock Public Library photocopies up to 50 pages free of charge. For copy requests, the requesting library must comply with copyright law (Title 17, U. S. Code) and its accompanying guidelines.

**Checks and  
Balances:**

Supervisory staff ensures that proper ILL procedures are followed through training and monitoring of ILL transactions.

**Forms and  
Required  
Documents:**

West Texas Library System/TexNet Interlibrary Loan Quick Reference

National Interlibrary Loan Code [www.ifla.org/VI/2/p3/model.htm](http://www.ifla.org/VI/2/p3/model.htm)

**West Texas Library System/TexNet  
Interlibrary Loan Quick Reference**

- Log in to OCLC FirstSearch  
Authorization = XXXXXXXX  
Password = XXXXXXXX
- Log in to My Account  
User Name = check patron's Sirsi record  
Password = XXXXXXXX
- Search for item to request
- Submit Request  
Click on ILL button above the detailed record  
Do not change "Patron ID" field.  
Select Dept or Branch from drop down menu  
"Comments" field: enter patron's library ID# and your initials  
Click "Submit" button

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Click on ILL button above the detailed record  
Do not change "Patron ID" field.  
Select Dept or Branch from drop down menu  
"Comments" field: enter patron's library ID# and your initials  
Click "Submit" button

- To set up new patron account:  
Log in to FirstSearch  
Click on MyAccount, Click on "New User Registration"  
Fill out form with patron information  
UserName = XXXXXXXX  
Password = XXXXXXXX  
e-mail = XXXXXXXX  
Required fields have \*. Fill as completely as possible  
click on "Register"  
COPY USER NAME TO NOTE IN PATRON RECORD IN SIRSI
- To review status of active ILL requests for a patron:  
Log in to FirstSearch  
Log in to patron's account  
Click on Resource Sharing
- To set up new patron account:  
Log in to FirstSearch  
Click on MyAccount, Click on "New User Registration"  
Fill out form with patron information  
UserName = first initial + last name  
Password = XXXXXXXX  
e-mail = XXXXXXXX  
Required fields have \*. Fill as completely as possible  
click on "Register"  
COPY USER NAME TO NOTE IN PATRON RECORD IN SIRSI
- To review status of active ILL requests for a patron:  
Log in to FirstSearch  
Log in to patron's account  
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