

6.00 Policies & Procedures—ILL

Mission Statement

Interlibrary Loan (ILL) is the process by which McAllen Public Library requests materials from, or supplies materials to, libraries outside of our library system. The Library provides Interlibrary Loan service in order to enhance and extend the resources available to its users. Because the Library cannot purchase or subscribe to every useful resource, Interlibrary Loan is an essential part of its mission to meet the informational needs of the community.

6.1 Interlibrary Loan Defined

An interlibrary loan is a transaction in which library material, or a copy of the material, is made available by one library to another upon request. The purpose of ILL is to obtain library material not available at McAllen Public Library and, in some instances, to lend material found at McAllen Public Library to other libraries.

ILL service is essential to the vitality of libraries of all types and sizes as a means of greatly expanding the range of materials available to users. Lending between libraries is in the public interest and should be encouraged. ILL should serve as an adjunct to, not a substitute for, collection development at the local level.

ILL is offered to all registered borrowers in good standing with their home library. ILL is transacted only from library to library. Individual patrons from other libraries wishing to borrow an item from McAllen Public Library should make their requests through their home library.

6.2 Materials That May Be Borrowed Through ILL

As a mutual exchange of library-owned material, Interlibrary Loan consists of material borrowed *by* McAllen Public Library for its patrons, and material borrowed *from* McAllen Public Library to another library for its patrons.

Material Borrowed *By* MPL for its Patrons

A loan or a copy of any material may be requested from another library, but the lending library will decide in each case whether or not a particular item can be provided.

Though patrons may ask, some libraries may not lend the following types of materials:

- Newly published material
- Old, rare or valuable material
- Reference, Texana and genealogical material
- Entire issues of periodicals
- Material in high demand at the lending library, including but not limited to, curriculum materials or textbooks

Material Borrowed *From* MPL to Another Library for its Patrons

A loan or a copy of any material owned by MPL may be requested by another library, but MPL will decide in each case whether or not a particular item can be provided.

Material that may NOT be borrowed by other libraries:

- Reference and genealogical material including microfiche and microfilm
- Entire issues of periodicals

- Material in high demand

Although we attempt to fulfill almost any request, the following types of materials are often difficult (or impossible) to obtain through Interlibrary Loan:

- Recently published books (less than 6 months old)
- Entire volumes or issues of periodicals
- Reference works
- Rare books or original manuscripts
- Audiobooks, videos, DVDs or computer software
- Some doctoral dissertations and masters theses
- Genealogy materials are extremely difficult to acquire, but we are usually able to obtain photocopies (30 page maximum)
- Some microfilm is available, but usually involves a lengthy wait due to limited availability

All Interlibrary Loan services are governed by the American Library Association Interlibrary Loan Code, national and regional agreements, and the Copyright Law (PL 94-553).

6.3 Copyrighted Material

The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.