

INTER/INTRA LIBRARY LOAN

Interlibrary loan is a method of borrowing items from another library that Rockford Public Library does not own. Items may come from a neighboring library or from libraries across the country. Our interlibrary loan librarians screen each request to determine the fastest and most economical way to get the items our customers need. Customers are limited to five (5) interlibrary loan requests in process at any time, including requests made as well as materials received and checked out.

Rockford Public Library is happy to serve residents of all library districts who visit our facilities. Interlibrary loan eligibility is limited to Rockford Public Library cardholders who directly pay for those services either through local property taxes or non-resident card fees. The library reserves the option to charge a fee for interlibrary loan processes.

Residents from area library districts are directed to contact their home libraries for their interlibrary loan needs. All public libraries offer interlibrary loan services to their district residents.

All Rockford Public Library materials are available for interlibrary loan to libraries inside and outside the state of Illinois, with the exception of the following items:

- a. Fiction or nonfiction print materials that were published in the last 12 months
- b. Fiction or nonfiction DVDs, including TV programs on DVD that were published in the last 12 months
- c. Music sound recordings on compact disc that were published in the last 12 months
- d. All microforms
- e. Newspapers and magazines
- f. Reference items, including materials from the Local History/Genealogy collection
- g. Items that are judged to be too fragile for circulation

In accordance with ILLINET policies, Rockford Public Library will not charge overdue fines for any library inside Illinois. Libraries outside Illinois will be charged overdue fees in excess of \$5.00.

All libraries both inside and outside the state of Illinois are responsible for all fees (including processing fees) for lost or damaged materials from the time that the item leaves Rockford Public Library to the time it arrives back at Rockford Public Library.