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## **Interlibrary Loan Policy**

### I. Overview

The purpose of interlibrary loan is to obtain materials not available at the Vermillion Public Library and to provide materials from our collection to other libraries. Interlibrary Loan supports the mission of the Library by providing enhanced access to library materials and information.

The Library can request materials from eligible libraries, which can be checked out for use at home. In some cases, materials provided through Interlibrary Loan will have restrictions such as in library use only. Users of the Interlibrary Loan service must hold a valid Vermillion Public Library card.

This service supplements the library's collection by providing access to materials that the library does not own; it is not a substitute for the Library's collection. In meeting patrons needs, the Library will exhaust local resources first. Items requested frequently through Interlibrary will be considered for purchase.

### II. Definition

Interlibrary Loan is a transaction in which the Vermillion Public Library borrows materials directly from another library on behalf of a patron, or another library borrows materials from the Vermillion Public Library on behalf of its patrons.

### III. Borrowing

#### A. Users

1. All current Vermillion Public Library cardholders with accounts in good standing may request specified material through Interlibrary Loan.
2. All borrowing privileges, including interlibrary loan, of patrons who accumulate fines over \$15.00 are suspended until sufficient payments are made to reduce the overdue balance to less than \$15.00.
3. Failure to return interlibrary loan items on time may result in the suspension of library services.

#### B. What can be borrowed?

1. Books, articles, DVDs, audiobooks, and other formats of library materials may be requested.

2. Some requests may not be filled due to high demand, copyright restrictions, or unavailability. New material less than one (1) year old often cannot be obtained via interlibrary loan.
3. Rare, unique, valuable, and archival materials are not normally available via interlibrary loan.
4. Many libraries have policies and restrictions that prohibit the lending of certain types and formats of materials.
5. A patron may have no more than five (5) items on request at any given item. If given sufficient notice, we may be able to obtain multiple copies of a single title for a book club.
6. Materials that may not be requested include textbooks, course books, study aids, and items owned by the Vermillion Public Library which are temporarily in use or on reserve.
7. Digital content available through licensed and subscription resources may be unavailable due to licensing restrictions and terms of use.
8. The Vermillion Public Library cannot guarantee that an item requested via interlibrary loan will be located and available. You will be notified if we are unable to borrow the material you requested.
9. Physical items held by libraries outside the continental U.S. are not normally available through interlibrary loan.

#### C. Submitting a Request

1. Patrons may place an interlibrary loan request in person at the Vermillion public library, by calling the Vermillion Public Library, or by submitting an online request via the Vermillion Public Library Interlibrary Loan service.
2. Vermillion Public Library does not charge a fee for Interlibrary Loan. However, some lending libraries charge fees for lending their materials. Interlibrary Loan requests will be sent to libraries that charge only if no free lenders can be located. If there is any cost associated with the loan of the item, the requestor will be required to pay the fees in advance.

#### D. Request Time

1. Interlibrary Loan is not designed for rush or urgent requests.
2. Requests will be filled as quickly as possible. Turnaround time varies depending upon time taken to locate a lending library with the available material, request processing time, shipping time, and shipping method.

3. It is recommended that requests are submitted as far in advance as possible. While some materials may arrive in a few days, others other may take longer. Please expect to allow 1-2 weeks as an average request time.

4. Patrons will be notified when materials arrive at the library and are available for pick up or use.

#### E. Loan Period and Renewals

1. Loan periods are defined by the policies of the lending library.

2. Renewals are granted at the discretion of the lending library. Some interlibrary loan materials may not be available for renewal. Contact the Vermillion Public Library to request a renewal on an interlibrary loan item.

3. Items will be considered overdue if they are not returned to the Vermillion Public Library by the assigned due date.

4. Interlibrary loan materials may be recalled by the lending library at any time. When an item is recalled, the requestor will be notified to return the item as soon as possible.

#### F. Conditions of Use

1. Vermillion Public Library will strictly adhere to conditions set by the lending library for the use of their materials.

2. Patrons who violate the terms of use may be prohibited from making further interlibrary loan requests.

3. Items should be returned to the Vermillion Public Library in the same condition as they were loaned, including any additional paperwork.

#### G. Overdue and Lost Materials

1. Lost or damaged interlibrary loan materials are subject to the lending library's rules and policies.

2. If an interlibrary loan item cannot be returned, Vermillion Public Library will contact the lending library for the charge for that material.

3. All charges associated with lost, damaged, or overdue interlibrary loan materials are the responsibility of the borrower.