

Guideline

Inter Library Loan



Introduction

This guideline outlines the circumstances and conditions of placing an Inter Library Loan (ILL) request.

Statement

In as far as practicable the Library follows the guidelines set out in the Australian Interlending Resource Sharing Code (ILRS).

The ILL service is a value-added service provided by the Library to provide Library customers with access to items not stocked within the Library's lendable collection.

ILL policies vary by institution. Recent publications, rare or valuable items, and audio-visual material are often unavailable for ILL.

The time to satisfy an ILL is dependent upon the supplying library and cannot be guaranteed by the Library.

ILLs incur a non-refundable service fee as outlined in Council's fees and charges. An additional fee may be payable dependent on fees and charges imposed by the lending Library. Any additional fee will be communicated to Library customers prior to incurring the fee. The service fee still applies

for any items not collected by the Library customer.

The due date for ILLs is set by the lending Library and is indicated on the item. Library customers may request a renewal with approval dependent on the lending Library's response.

ILL requests will not be accepted for items published within the previous 12 months without the approval of the staff in charge of ILLs. Library customers may request that the Library Service purchase items published within the last 12 months.

Damaged ILLs will be treated according to each lending Library's policy regarding damaged items. If an ILL is returned damaged or is lost the Library Resources staff must be notified.

The replacement cost will be determined by the lending Library and communicated to the Library customer.

A maximum of five ILLs may be requested and paid for at any one time.

Related resources

[Collection Management Strategy](#)

[Code of Conduct](#)

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Inter Library Loan



[Fees & Charges - Delivery Program and](#)

[Operational Plan](#)

[The Australian Library and Information](#)

[Association - Interlending Resource Sharing](#)

[Code \(IRLS\)](#)

Ask us a question

Please contact us at:

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