



Policy Title:	Interlibrary Loan
Policy Type:	Public Service
Policy #:	PS 010-1
Policy Authority:	CEO
Effective Date:	November 2015

PURPOSE

To provide materials for library members from other library systems if the materials are not available or are non-circulating from the Clarington Public Library (CPL) collection.

POLICY

All types of library materials may be requested on Interlibrary Loan, subject to the availability and the interlibrary loan policies of the lending libraries. However, the Clarington Public Library will not request or loan the following:

- a) Rare, fragile and/or valuable books and manuscripts;
- b) Material in current and/or recurring demands such as bestsellers (current demand is defined as items published in current and previous year);
- c) Course and project material;
- d) Current editions of standard reference materials;
- e) Materials in format or size not suitable for loan such as kits, loose-leaf materials;
- f) Pop-up books;
- g) Entire issues of periodicals.

Interlibrary Loans may be requested at every Clarington Public Library branch.

Requestor will need a valid CPL library card to make an interlibrary loan request.

Loan periods and renewals are at the discretion of the lending library, however, most loan periods will reflect that of CPL. Items cannot be renewed via the library's website. There are no maximum requests per customer.

PROCEDURES

1. In order to request an Interlibrary Loan (ILLO), library members need to provide their information including name, telephone number, current library card number, preferred pick-up location; title/author/format. This can be done in person, over the phone, or online at <http://www.clarington-library.on.ca/requestitem>

2. Self-Serve Interlibrary Loan is available for active library members wishing to place their own ILLO requests. This can be done by visiting the [Self-Serve Interlibrary Loan \(ILLO\) service](#) and registering for an account. For assistance, please contact [Information Services](#), 905-623-7322 extension 2712, or visit any branch.
3. Upon receipt of the material in the library, the item is temporarily added to the library's catalogue for circulation to the requesting library member.