

Interlibrary Loan (ILL) Policy

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| Policy Owner | Collections Team Leader |
| Issue Date | March 2008 |
| Last Revised Date | April 2023 |
| Next Review Date | April 2024 |

1. Purpose

The purpose of this policy is to provide the framework for the provision of interlibrary loans (ILLs) to City of Melbourne Libraries members and other library services.

2. Definitions

Interlibrary Loans (ILLs) means items which City of Melbourne Libraries obtains from other libraries for its members, or items which City of Melbourne Libraries lends to other libraries for their members.

Member means anyone who has fulfilled the requirements of membership of the Library and has a current membership card.

3. Policy Statement

3.1. General

City of Melbourne Libraries will endeavour to supply items by ILL from external libraries to library members if it does not own the item, and if it is an item unsuitable or unavailable for purchase in the required time. The availability of an ILL item is subject to the lending policy of the library which owns the item.

3.2. Eligibility

All members of City of Melbourne Libraries are eligible for the ILL service with the following exceptions:

- Members with overdue items on their record;
- Members with lost/damaged charges or lost ILLs on their record;

- Members who have previously failed to collect ILLs, unless the matter has been resolved to the satisfaction of City of Melbourne Libraries, including any payments due;
- Unverified members;
- Cardless members who only use the virtual library.

3.3. Restrictions

A library member may have two ILLs in process at any one time. 'In process' includes items out on loan.

City of Melbourne Libraries will obtain and lend books, audiobooks and journal articles on ILL. It will not obtain or lend audio visual items.

In general, City of Melbourne Libraries will obtain items for its members from Australian libraries. Similarly, City of Melbourne Libraries will only lend items to libraries within Australia. However, if a requested item is unique or in short supply the request should be raised with the library manager.

Some libraries place restrictions on items they lend on ILL. City of Melbourne Libraries will observe these restrictions.

City of Melbourne Libraries does not obtain ILLs from the State Library of Victoria as restrictions apply.

3.4. Charges

If City of Melbourne Libraries incurs a direct cost (currently \$30.30) from the lending library that cost will be passed on to the borrower. Generally academic, special and some interstate public libraries charge for ILLs.

City of Melbourne Libraries will endeavour, in the first instance, to obtain ILL items from libraries which do not charge. Borrowers are asked to agree to charges when they request the ILL. The charge also applies to items not picked up. It also applies to items which borrowers have requested and then cancelled and which have been processed by the lending library. In such cases City of Melbourne Libraries has already incurred the charge.

Borrowers are required to pay for any lost or damaged ILLs. The library which owns the item determines these charges. There is also a City of Melbourne Libraries processing fee.

City of Melbourne Libraries will lend its items to other Victorian public libraries for free, and to other libraries for \$30.30 per item. This is a reciprocal arrangement.

3.5. Loan Period and Renewals

The loan period for ILLs to members of City of Melbourne Libraries is three or six weeks depending on the lending library's loan. The loan period for ILLs to other libraries is eight weeks, allowing for delivery.

No renewals to members of City of Melbourne Libraries are available.

3.6. Copyright

ILLs obtained and lent by City of Melbourne Libraries are subject to Australian copyright law.

4. **Implementation**

This policy is effective from 1 May 2023.

5. **References**

ALIA Australian Interlibrary Resource Sharing Code

<https://www.alia.org.au/resources-and-information/interlibrary-lending/australian-interlibrary-resource-sharing-ilrs-code>