



KENOSHA PUBLIC LIBRARY

INTERLIBRARY LOAN POLICY

The Board of Trustees of the Kenosha Public Library adopts and makes public the following written policies.

Interlibrary loan is an agreement that enables borrowing of materials between libraries. Kenosha Public Library, through its membership in the SHARE catalog consortium, regularly lends its collection and conducts patron-initiated borrowing of library materials from SHARE member libraries in Kenosha, Racine, Rock, and Walworth counties. For items not available through the SHARE catalog, KPL may send requests to libraries outside the SHARE consortium. This policy is meant to establish policies for items borrowed from and lent to libraries outside the SHARE consortium.

As the KCLS Resource Library, KPL conducts all ILL requests for KCLS member libraries. Kenosha Public Library follows the principles set forth in Wisconsin Interlibrary Loan Guidelines as written by the Wisconsin Department of Public Instruction which includes the following principles:

- The borrowing library is responsible for the return of the item on time and undamaged.
- The borrowing library must pay the lending library for any lost or damaged materials.
- Interlibrary loan is an adjunct to, not a substitute for, local collection development.

In order to use interlibrary loan, a patron must be a registered borrower in good standing at KPL. Materials that KPL requests from other libraries include:

- Adult and juvenile books
- Magazines or magazine articles (for items not available in full text on the periodical database and within copyright guidelines)
- Music (sheet music, scores, and books)
- Audio formats
- Visual formats
- Microform (census, periodicals)

KENOSHA PUBLIC LIBRARY AS BORROWING LIBRARY

The Kenosha Public Library makes an effort to borrow materials from libraries that do not charge a fee for interlibrary loan in order to fulfill the mandate set by Wisconsin statutes, "The charging of fees to individuals for access to the information services provided by a public library including interlibrary loan violates the legislative policy and specific statutory provisions of the Wisconsin Statutes." KPL charges patrons overdue fines and charges for lost or damaged materials assessed by the lending library.

KENOSHA PUBLIC LIBRARY AS LENDING LIBRARY

Kenosha Public Library does not charge for items loaned to other libraries. KPL will loan books, magazines, or audiovisual materials. KPL will not loan non-circulating items, items added to the collection within the past six months, or educational toys. The Kenosha Public Library will photocopy

Wisconsin Department of Public Instruction. Interlibrary Loan Guidelines 2016

<https://dpi.wi.gov/sites/default/files/imce/rl3/pdf/WISCAT/wi-ill-guidelines-2016.pdf>

up to 10 pages of materials free of charge. After 10 pages, a charge of 15¢ per page is assessed to the borrowing library.