

Interlibrary Loan Policy

Interlibrary loan (ILL) is available for items not owned by the Ottawa Library, or owned by a library within the KOHA consortium.

Requesting an ILL:

Patrons requesting an item through ILL must have an active account in accordance with the current circulation rules at the Ottawa Library (circulation within the previous six months), cannot have overdue items, and cannot have more than \$5 in fines associated with their account.

Patrons are limited to seven active ILL requests at any given time. This includes items Pending, In Process, Shipped, Received, and Renewal files. This applies to all item formats (books, audiobooks, audio CDs, DVDs). Microfilm can only be acquired if the requested item is available for loan by the Kansas State Historical Society. Microfilm is limited to two rolls at a time and cannot be brought in from out of state.

Check-out:

The circulation rules, including loan periods and use of materials, are set by the lending library. ILLs may be subject to recall by the lending library at any point. Patrons will be held responsible for any charges incurred for damaged or lost items set by the lending library. ILL is only available to Ottawa Library patrons.

Items must be picked up within seven days of patron notification and returned to the Ottawa Library by the date listed with the temporary ID card attached. Patrons must have their library card to check out ILLs, just like with all items checked out from the Ottawa Library, and cannot check out an ILL item if there are overdue items on their account. All ILL items must be returned to the Ottawa Library, not to another library in the KOHA consortium.

Microfilm must be used within the library; it cannot be taken out of the reference area.

Lost/Damaged Items:

Borrowed items must be returned in the condition in which they were received by the Ottawa Library. Lost or damaged ILL materials are the responsibility of the applicable patron. The patron will be responsible for the replacement of the items and any processing fees assigned by the lending library.

Renewals:

Renewals are not standard in ILL procedure, but may be possible. Patrons must contact the Ottawa Library at least three days before the item's due date. The lending library will be contacted, and a renewal will be requested. The patron will be notified if the ILL renewal was extended. Overdue items are not eligible for renewals. Note: DVDs and music CDs are usually not eligible for renewals.

Items that cannot be ILLed: entire issues of magazines/journals, microfilm not owned by the Kansas State Historical Society, brand new/recently released items, reference items, ebooks, items owned within the KOHA consortium, or video games.