



Interlibrary Loan Policy

Adopted: 8/26/2009

Reviewed and Approved: 1/28/2015

Revised: 2/22/2023

If materials from the Linda Sokol Francis Brookfield Library do not satisfy a request, the Library will attempt to obtain materials or photocopied items from other libraries for Brookfield residents with a Brookfield Library card in good standing. All nominal fees and costs not exceeding \$20.00 per request will be paid by the Library. Any charges exceeding \$20.00 will be passed on to the library member who originated the request. Library members who make these requests will be notified of the cost before actual interlibrary loan requests are completed, and given the option of paying to complete the request.

The Library reserves the right to turn down or attempt to provide an alternative form of acquisition for members that make repeated requests.

Interlibrary loan period due dates are set by the lending library. Fines for interlibrary loan items are charged at the same rate as local materials. Renewals may be requested, but are granted at the discretion of the lending library.

Members will be liable for lost or damaged interlibrary loan materials. The amount owed will be assessed by the supplying library, and may include charges above item replacement costs.

The Linda Sokol Francis Brookfield Library shall make available for interlibrary loan all materials that are circulated to in-person library members. Items from developing collections or newly acquired materials may not be available for interlibrary loan.

Interlibrary loan will be conducted in accordance with the Illinet Interlibrary Loan Code and the ALA National Interlibrary Loan Code.