

Category: Public Service
Policy Number: 6-6
Policy Name: Interlibrary Loan
Revision: 2.0

Purpose:

To provide access to materials that are not held in the Library’s collections but that are accessible through resource-sharing arrangements with other libraries.

Policy:

Staff will recommend interlibrary loan service in situations where this is the most appropriate means of providing material to meet the customer’s need. A customer may also initiate requests to borrow material from another library for titles not owned by WPL.

A valid Waterloo Public Library membership, in good standing, is required before an item is ordered for the customer.

Not all library material is available for request. The Library will not request or lend new titles that were published within the current year, or material in non-book formats such as dvd, cd, etc. (microfilm and microfiche excepted).

Postal charges may apply and are not optional.

To allow for situations in which a lending library levies fees, customers are asked to indicate on the form their willingness to pay loan or photocopy charges and to indicate the maximum fee they are prepared to pay. Whether or not a customer still requires a requested item, once it has been shipped to the Library the customer is required to pay any charges incurred. Before initiating a search in the United States customers must agree to pay all postal and loan charges.

Normally, requests are first sent to Ontario public libraries. When a match is not available searches may be initiated with university libraries, public libraries across Canada and, when appropriate, libraries in the United States.

Document Revision Record:

Revision Level	Revision Date	Change
1.0	June 26, 2003	Initial Release
2.0	July 27, 2015	Reviewed & Updated