

ILLINET INTERLIBRARY LOAN CODE REVISED 2015

An overview
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What is ILLINET?

Illinois Library Systems

Jesse White, Secretary of State and State Librarian

Illinois State Library • Gwendolyn Brooks Building • 300 S. Second St. • Springfield, IL 62701-1796
800-665-5576 • www.cyberdriveillinois.com



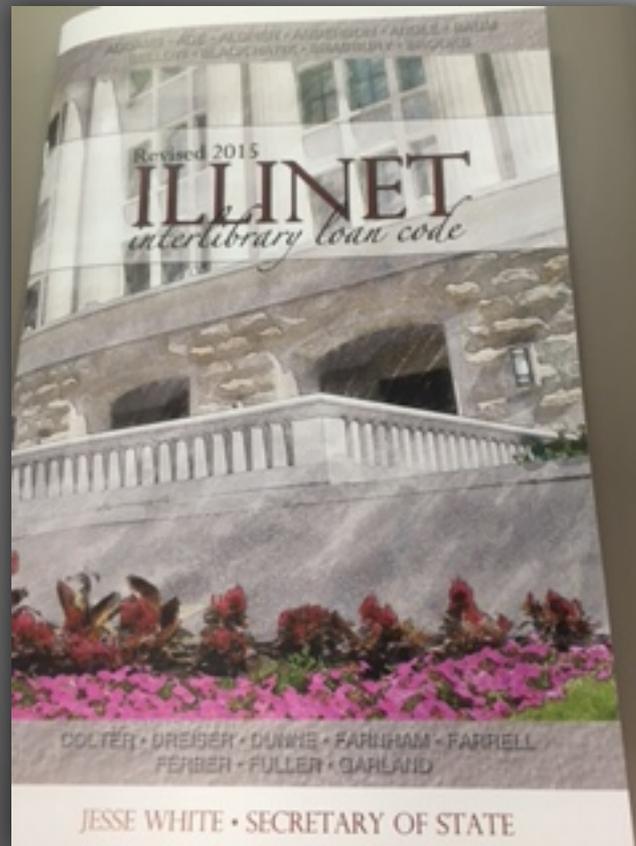
Chicago Public Library System
Harold Washington Library Center
400 S. State St.
Chicago, IL 60605
312-747-4300
www.chipublib.org

Reaching Across Illinois Library System
125 Tower Dr.
Burr Ridge, IL 60527
630-734-5000
www.raillibraries.info

Illinois Heartland Library System
6725 Goshen Road
Edwardsville, IL 62025
618-656-3216
www.illinoisheartland.org

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- ▶ Chicago Public Library System
- ▶ Reaching Across Illinois
- ▶ Illinois Heartland



2015 ILLINET Interlibrary Loan Code



What's New in the revised ILLINET Interlibrary Loan Code?

Download at

http://www.cyberdriveillinois.com/publications/pdf_publications/lda130.pdf

New Sections

Best Practices

Checklist



ILLINET Interlibrary Loan Code: Best Practices

- Be aware of Supporting Educational Materials
- Develop an Institutional Interlibrary Loan (ILL) policy
- Best Practices of the Requesting Library
- Best Practices of the Supplying Library
- Best Practices for Staff Training
- Best Practices for User Confidentiality
- Best Practices for Statistics
- Best Practices on the Responsibilities of the User
- Best Practices for Packaging and Delivery

ILLINET Interlibrary Loan Code Checklist

- Updates L2 with current interlibrary loan (ILL) information
- Publishes the library's borrowing policy on L2
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- Completes the ILL Traffic survey annually
- Promotes interlibrary loan services as an essential component of library services
- Complies with copyright laws and guidelines
- Keeps interlibrary loan transactions confidential
- Updates library information in OCLC as well as other electronic databases and directories
- Labels all items with ownership information
- Responds to ILL requests within one working day or no longer than three working days.
- Sends a copy of the request or sufficient information to identify the request along with any materials provided.
- Does not charge fees for returnables with the exception of RUSH and Urgent requests.

Bon Voyage

- »» Contact the Illinois State Library if you have questions at 1-800-665-5576, option 2