ILLINET Interlibrary Loan Code
Checklist

This checklist was developed by the ILLINET Interlibrary Loan Revision Committee (2014) to assist libraries in determining if they meet the current, codified requirements detailed in the ILLINET Interlibrary Loan Code (23 Ill. Adm. Code 3030.Appendix A), effective April 1, 2015. Failure to meet these requirements means a library does not meet minimum criteria for system membership and eligibility for ISL-sponsored grants.

(Institution Name here) adheres to the following (all must apply):

- ✓ 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.

If the library is not in compliance with any of the above ILLINET Interlibrary Loan Code requirements, please contact the library's library system resource sharing liaison, such as Illinois Heartland Library System (IHLS), Reaching Across Illinois Library System (RAILS), or the Chicago Public Library System. Alternatively contact the Illinois State Library, Library Development Group (1-800-665-5576).