

ILLINET Interlibrary Loan Code Administrative Rule Summary

This summary from the ILLINET ILL Loan Code administrative rule can be used to assist libraries in determining if they meet the current, codified requirements detailed in the code (23 Ill. Adm. Code. 3030. Exhibit A [III]. Ethics and Responsibilities of ILLINET Member Libraries). Failure to meet these requirements means a library does not meet minimum criteria for system membership and eligibility for Illinois State Library (ISL) sponsored grants.

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

1. Interlibrary loan is a mutual relationship, and libraries are strongly encouraged to supply materials as freely as they request materials.
2. Each library shall develop collections in response to local needs. Interlibrary loan is an adjunct to, not a substitute for, collection development in individual libraries.
3. To expedite State and nationwide resource-sharing initiatives, every ILLINET member library shall strive to enter and maintain its collection and holdings in a regional, statewide and/or national bibliographic database.
4. Each library shall offer and promote the availability of interlibrary loan service to its patrons.
5. Personnel responsible for interlibrary loan in each library shall be familiar with relevant interlibrary loan documents and aids, including interlibrary loan codes and procedures, bibliographic tools, and services.
6. Libraries shall comply with current Copyright Law (17 USC) governing both print and digital resources.
7. Each library shall ensure the confidentiality of the patron (see the Library Records Confidentiality Act [75 ILCS 70]).
8. Each library shall annually review and update its profile in the Resource Sharing Directory in Library Learning (L2) and, if applicable, the Online Computer Library Center (OCLC) Interlibrary Loan Policies Directory.
9. Each library shall have its borrowing policy readily available.
10. Each library shall clearly identify its materials with a current ownership mark.
11. Each library shall collect and annually submit its interlibrary loan statistics to the ISL.

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 or the Illinois State Library, Library Development Group.

- [Illinois Heartland Library System \(IHLS\)](#)
- [Reaching Across Illinois Library System \(RAILS\)](#)