# ILLINET INTERLIBRARY LOAN CODE REVISED 2015

An overview
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# What is ILLINET?



- Chicago Public Library System
- Reaching Across Illinois
- Illinois Heartland
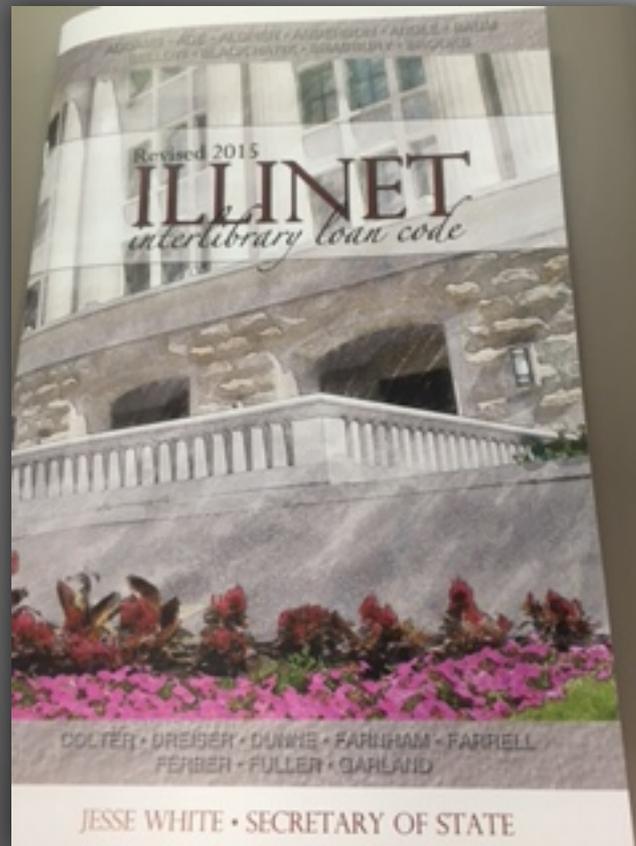
# 2015 ILLINET Interlibrary Loan Code

# 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
➢Publishes the library's lending policy on L2
➢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