

Interlibrary Loan Policy

Casselton Public Library

Approved by the Library Board on: April 16, 2013

Approved by the Library Board on: February 12, 2019

Approved by the Library Board of Directors on: December 10, 2024

Purpose of Interlibrary Loan

Interlibrary Loan (ILL) represents a mutual agreement among libraries in North Dakotas and throughout the United States to share their library resources. Through ILL we are able to borrow from other libraries materials that are not available within our library system. While we try hard to serve the diverse needs and interests of our community, our resources are limited and it is impossible to purchase everything that may be of interest to everyone. Interlibrary loan enhances our ability to provide the materials that are needed or wanted.

Eligibility and Limits on Interlibrary Loan Borrowing

Interlibrary Loan service is available to current Casselton Public Library patrons who have a library card in good standing; owing fees of less than \$10.00. A patron is allowed up to five active ILL requests at one time. Active requests include those on loan as well as those in the process.

Materials Offered

Any materials not currently owned by Casselton Public Library may be requested through ILL. Every effort will be made to supply the requested material, however new items, archival materials, audiovisual, and other materials may not be available. Photocopies of articles from magazines or periodicals can also be requested. Proving an accurate citation of the material being requested is extremely helpful.

Historical Materials

Please be as specific as possible when requesting historical material. There may be an extra charge for historical materials requested from outside the state. Some historical materials may be lent out on the condition that they are only used within the library once they are received.

Requesting an item through Interlibrary Loan

Interlibrary Loan requests can be made from our online catalog, in person at the Circulation Desk, through email, Facebook Messenger, or by calling 701-347-4861 ext#13. Please give as much information as possible about the material you are requesting.

Fees

Requests for materials that are available within North Dakota will be processed with the postage to ship the item back being charged to the patron requesting the item.

If the request is for a reproduction of a journal, magazine, or newspaper article, an additional copying fee may be levied by the institution which fills the request.

Waiting Time for Materials

We cannot estimate a turnaround time for an ILL request, as waiting periods vary. In some cases, the process can take longer than three weeks, though in most cases turnaround is much sooner.

Notification to Patrons

You will be notified by phone or e-mail when your material arrives. Unfilled requests, overdue fines, recalls, and other matters will also be communicated as needed.

Loan Periods

Loan periods vary for ILL items as they are set by the lending institution. In some cases, an institution will recall an item that has been loaned out earlier than anticipated.

Renewals

Requests for renewals must be made on or before the item's due date. Renewals are granted at the discretion of the lending library and cannot be guaranteed.

Overdue Fines and Replacement Costs

If the North Dakota State Library, or other lending institution, feels the need to access a fine to an ILL item that dollar amount will then be charged to the individual who requested the item. Replacement costs for lost or damaged material are set by the lending institution and paid by the patron making the request for that item.

Contact Information

Please contact the Circulation Desk at 701-347-4861 ext#13 or email us at cassndlibrary@casselton.net for more information or to place a request.