

**SUBJECT: INTERLIBRARY LOANS**

**EFFECTIVE: JULY 1, 2006**

**SUPERSEDES: SEPTEMBER 9, 2003**

**REVIEW: 2 YEARS**

**1. PURPOSE:**

- A. The library provides an interlibrary loan service (ILL) to support a full range of borrower services and enable access to library materials beyond those owned by the Hillsborough County Public Library Cooperative (HCPLC.)

**2. POLICY:**

- A. The library will attempt to borrow materials from other libraries when copies are not available in the library's own collection and such borrowing will not conflict with the library's Materials Selection policies.
- B. ILL procedures have the goal of obtaining requested materials in the most time- and cost-efficient manner. The library's membership in the Tampa Bay Library Consortium's (TBLC) iBorrow resource sharing network and participation in TBLC's DLLI delivery system ensures the most efficient fulfillment of borrowers' ILL requests.

**3. PROCEDURE:**

- A. ILL requests may be submitted directly by library borrowers using their online iBorrow account and the iBorrow request process accessible via the library's Web page under [Services: Interlibrary Loan](#). Library staff will assist borrowers in establishing iBorrow accounts and in submitting ILL requests.
- B. The following terms govern the use of interlibrary loan:
  - (1) Borrowers placing ILL requests must have a current HCPLC library card in good standing. The borrower's library card number must be used to establish an iBorrow account.
  - (2) Non-HCPLC customers and reciprocal borrowers from other counties must request ILL service from their local county libraries or from the Florida State Library.
  - (3) A maximum of ten ILL requests may be active at one time.
  - (4) ILL service is not available for borrower pick-up at Bookmobile, Cybermobile, Electronic Library or Sun City Center locations.
  - (5) Loan periods for ILL items may vary from normal HCPLC loan periods, since return due dates are determined by libraries from which materials are borrowed.
  - (6) HCPLC grace periods and renewals do not apply to ILL items; therefore, they must be returned by the due date.

- (7) Categories of materials not available for ILL borrowing include materials that are on order or that were published within the last 12 months, mass-market paperbacks, audio-visual materials (excluding books on tape and books on CD), materials published more than 50 years previous, and duplicates of HCPLC Reference materials.
- C. Items requested through ILL may incur fees determined by the lending libraries. Details of fees will be provided to borrowers prior to the library's request for the item. Payment for such fees must be made by check payable to the lending library.
- D. Other limitations (in-library use only) may be placed on materials by lending libraries.
- E. ILL requests not filled through the iBorrow network of libraries will be reviewed by library staff for possible fulfillment through other ILL options (OCLC, ALA, or direct to lender). Borrowers may also submit requests for materials via the [Suggest an Item](#) option on the Library's Web page

**4. AUTHORITY:**

Pursuant to Section 5(1) of [Chapter 84-443](#), Laws of Florida, the Library Board has the duty and the responsibility, among others, to serve in a recommending capacity to the Director of Library Services and to the County Administrator in respect to all matters pertaining to the public library.

Approval Signature:

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Joe Stines  
Director of Libraries