

## WAUKESHA PUBLIC LIBRARY

### POLICY: **INTERLIBRARY LOAN**

Approved by Library Board: 6/12/25

Number: C-4

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### **Purpose**

Interlibrary loan (ILL) allows patrons to borrow items not owned by Waukesha Public Library or the Bridges Library System. Items can be requested from other library systems in Wisconsin and across the U.S. The goal is to serve patrons whose information needs fall outside the scope of local collections. ILL services are free at Waukesha Public Library.

All ILL activities at WPL are governed by [The Interlibrary Loan Code for the United States](#), as published by the American Library Association, and [Wisconsin ILL Guidelines](#), published by the Wisconsin Department of Public Instruction.

### **Eligibility**

Patrons of the Bridges Library System, regardless of registered library, may place ILL requests at WPL. Patrons must be at least 18 years old with an up-to-date card in good standing. WPL is unable to extend ILL services to patrons with a Temporary or Outreach card.

### **Borrowing**

WPL staff will make a reasonable effort to obtain requested items, however not every request can be filled. If an ILL request cannot be filled, staff will notify the patron. For successful requests, items generally arrive within 2–4 weeks but may take longer.

Borrowing ILL items should not be used to meet immediate information needs. Additionally, ILL is not designed to borrow materials for extended lengths of time, such as an academic semester. Patrons must wait 8 weeks between requests for the same title.

Patrons may request these items through ILL:

- Books, including multiple copies of same title
- Book club kits
- CDs and CD books
- DVDs and Blu-Rays
- Microfilm
- Scans of articles and other print materials that may not circulate via ILL

Patrons may not request these items through ILL:

- Materials on bestseller lists or other high-demand titles
- Titles not yet published or published within the past 6 months

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- Multiple copies of titles published within the past 12 months
- Reference works and textbooks
- Loose-leaf materials
- Old and rare books
- Periodicals
- Genealogical materials
- Digital resources
- AV materials from out of state
- Items from the Library of Congress
- Items for which a cost would be charged by the lending library

### **Picking up and returning**

Items may only be picked up and returned to the WPL Information Desk. Items will be assigned a due date at checkout. ILL items cannot be renewed.

Overdue fines of \$1/day apply to ILLs. After 30 days overdue, the item will be considered lost and billed to the patron's account in an amount determined by the lending library. Likewise, the lending library may bill for an item they consider damaged by the patron.

Lending libraries may place restrictions on the use of ILLs, such as "in-library use only." Lending libraries may also recall an item at any time and for any reason.

ILL privileges may be revoked for failure to comply with any ILL conditions.

### **Lending**

Libraries outside of the Bridges Library System may request WPL items through ILL. WPL does not charge any fees to borrowing libraries.

WPL does not lend microfilm, non-circulating items, games, Library of Things items, and Explore Passes.

Items sent to fill ILL requests are checked out for 6 weeks. Items cannot be renewed. WPL will make a reasonable effort to contact borrowing libraries regarding overdue ILLs. After 30 days overdue, WPL will consider the item lost and bill the borrowing library for the replacement cost.