



## RESOURCE SHARING

### **POLICY**

#### **INTERLIBRARY LOAN (ILL)**

If the Highwood Public Library (HPL) does not own the item requested by a patron, they may request it from another library through the Interlibrary Loan (ILL) service.

This service is offered to HPL cardholders only. Requests submitted by residents of other library districts will not be processed. Requests must be for titles that the Highwood Public Library does not own.

For online ILL requests, by entering the library card number and clicking the “submit” button, patrons agree to return any item acquired through Interlibrary Loan the day before the item is due back at its home library.

Patrons will be told the return deadline date when they are notified that the ILL item is available. If they do not return an item as agreed, a \$5.00 processing fee will be charged to their account.

**Approved: August 19, 2019**