

Aram Public Library participates in interlibrary loan (ILL) programs by lending items to and borrowing items from other libraries *outside of the SHARE consortium*. This policy explains the rights and responsibilities of Aram Public Library and the patrons who use the interlibrary loan service.

Placing an Interlibrary loan request is different than placing a hold. Items listed in the SHARE catalog may be requested through the catalog or by contacting the library and may be picked up from the consortium library of your choice. Materials borrowed in this manner are considered “holds”, not interlibrary loans.

Library Policies

1. Interlibrary loan is a mechanism to borrow items not owned in our library system from another library outside the SHARE consortium. Interlibrary loan items can come from libraries in Wisconsin or from other libraries across the United States. There is, however, no requirement that libraries participate. It is the decision of the owning library whether or not they will lend their materials. The loan period for ILL is set by the lending Library, with Aram Library loans generally being six weeks.
2. Aram Library reserves the right to reject requests for items that would be difficult to replace if lost or damaged, *or that would negatively impact service to our own patrons*. Lending libraries have the ability to decline an ILL request.

Patron Policies

1. Anyone with a SHARE card in good standing may request items through ILL. Patrons are limited to 5 ILL requests per week.
2. The Wisconsin State Catalog (WISCAT) contains the holdings of most of the libraries in Wisconsin. WISCAT can be searched from any computer or mobile device with Internet access at www.wiscat.net. Most items that appear in WISCAT are eligible for ILL. Items found in the SHARES catalog are ineligible for ILL.
3. *We will attempt to order items, recently published but requests are dependent on other library's policies. Video games or items that the lending library deems “in constant demand” are not open to request. A purchase request for these items may be submitted at the service desk which will then be evaluated by the adult services and youth services librarians for potential purchase.*

4. Patrons who have requested an ILL item will be notified when that item arrives at Aram Library. *The length of time it takes to receive an ILL can vary greatly depending on the location of the item. On average, items arrive in 2-4 weeks, but the waiting time could be shorter or longer depending on the owning library's response time and the amount of time needed for shipment.*
5. Interlibrary Loan (ILL) is a privilege, not a right, and contingent on the goodwill of other institutions and state funding. *The library reserves the right to refuse Interlibrary Loan services to patrons who have kept ILL materials past due dates and/or who have repeatedly requested items and not picked them up.*
6. ILL items are checked out to Aram Public Library patrons according to the lending library's return policy. *A typical loan period averages one to three weeks. We ask that you please be respectful of these loan periods, as ILL is a courtesy between libraries that can be ended if items are repeatedly kept late or damaged.*
7. Aram Public Library patrons must request a renewal of their material 1 week before an item's due date. Renewals will be granted at the discretion of the owning library, and therefore renewals are not guaranteed.
8. *All ILL items requested from Aram Public Library must be returned directly to our library.*
9. *You must wait 3 months from the date a request was submitted before re-requesting the same item. This includes items which we were not able to obtain and items for which the pick-up was missed.*

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