

The New ILLINET Resource Sharing Policy Directory


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Entering Your Policies


Uploading your policies

Begin by clicking on the uploading box

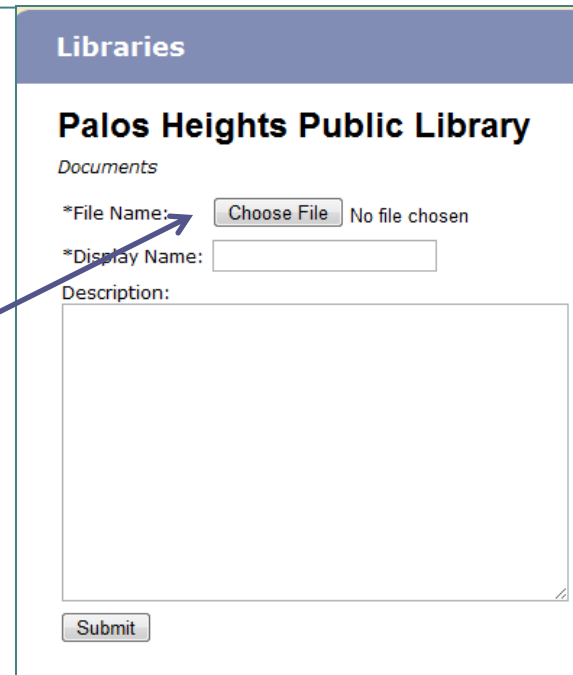


Libraries

Palos Heights Public Library

 [Upload your ILL Lending and Borrowing Policy documents here.](#) Suggested formats are pdf or Word doc.

Screen repaints
Choose file on your computer
and click submit to upload
Yes, you can upload multiple
files



Libraries

Palos Heights Public Library

Documents

*File Name: No file chosen

*Display Name:

Description:

ILL Phone and Fax numbers

ILL Phone & Fax Numbers

ILL Phone . . ext.

ILL Fax . . ext.

Loan Email

Photocopies Email

- If you have a specific phone and fax number for these departments, please enter those numbers
- As far as emails, make sure that the email account given is monitored daily. It is usually best to use a generic or departmental email, rather than a personal one

Designating staff contacts

Reciprocal Access Contacts

Select the staff member who serves as the primary contact person for each area of resource sharing.

Loans (Borrowing)

Loans (Lending)

Photocopies

Reciprocal Borrowing

- Enter your contacts for
 - Borrowing
 - Lending
 - Photocopies
 - Reciprocal Borrowing
- These contacts must be already in your list of library staff
- If contact does not appear in dropdown, have your director add them to the staff list

Photocopy Policies

Photocopy Policies

yes no Does library provide free photocopies?

yes no Does library provides Express Copy Service (24 hour turnaround)?

yes no Do you need to call first for express service?

yes no Do you provide free express service?

yes no Does your library fill requests via fax?

yes no Does your library fill requests via email?

yes no Is your library an LVIS Member?

What is your exposure/page limit?

What is your charge for photocopies?

(e.g. first 30 pages free, \$.04 each page thereafter)

What is your charge for express service?

If library is an Ariel user, provide the following:

Ariel Address

Ariel Version

- Add your policy by clicking “yes” or “no”
- Most of these questions are easy!
- Some libraries may need to be called for express service because their fax machine is not monitored closely or in another office
- If you don’t charge for photocopies enter \$0
- Ariel users **will be searchable in the future**, so you can identify other Ariel users and their version of software

Loan Policies

- First some general information
 - Does the library participate in OCLC ILL (WorldCat Resource Sharing)
 - **This is a searchable field**
 - Does the library use ILL management software and what type
 - **This will be a searchable field in the future**
 - Once implemented a library could search for another library using management software that they are considering for purchase or ask a general question

Loan Policies

yes no Does library participate in OCLC ILL?

yes no Does library use ILL management software?

If library uses ILL management software, please specify the software (e.g. Clio, ILLIAD, Relais)

Loan Policies - categories

Please enter your interlibrary loan policy for the following types of material by indicating yes, no, or not owned for each item category. If you own a particular category, but do not circulate the material on interlibrary loan, indicate "no". Enter specific notes about an item type, if additional explanation is useful.

Yes	No	Not Owned	Item Category
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Audiocassette - Music [add notes]
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Audiocassette - Spoken Word [add notes]
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Compact Disc - Music [add notes]
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Compact Disc - Spoken Word [add notes]
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Blu-ray - Fiction [add notes]
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Blu-ray - Non-fiction [add notes]
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	DVD - Fiction [add notes]

[\[close\]](#)

There are 34 categories
Indicate your in-state policy

- yes - you loan this format
- no - you don't loan it
- not owned - you don't collect/own

There is an "add notes" field with each category a typical note could be:

- don't loan until 3 mos. old
- only loan in system

Click on Add Notes to enter your text for that category
Text will be stored when you click "Submit" at bottom of page

Loan Policies- lost materials

Lost Material Replacement Cost

(e.g.list price for item or standardized fee (\$100))

Replacement Processing/Service Charge (specific price, in addition to item replacement cost)

\$ (e.g. 8.00)

State your policy for lost material replacement cost, for example

- cost of item on database
- cost of item in Books in Print

- must replace item

Replacement processing or service charge

- \$0.00
- \$5.00
- Whatever it is

Reciprocal Borrowing* Policies

*Reciprocal Borrowing is when a patron from another library travels to your library. In addition to public libraries, some academic and school libraries participate in reciprocal borrowing.

Reciprocal Borrowing Policies

Does library participate in reciprocal borrowing within your own library system?
 Yes No

Does library participate in reciprocal borrowing outside of your library system?
 Yes No

What is your barcode/zebra label prefix (4 digit #)?
2 or 3 (prefix) followed by
(e.g. 1234)

Does library place any restrictions on RBP patrons?
 Yes No

What restrictions/limits are placed on reciprocal borrowers (by format, number of circulating materials, etc)?

Indicate your policy

- within your system
- outside of your library system

Please list any limits or restrictions, for example

- only 3 dvds per visit
- no ILL privileges
- no av

Click "Submit" to store all your policies

Barcode/ Zebra prefix

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(e.g. 1234)

Does library place any restrictions on RBP patrons?

This question is asked to help everyone send “orphans” home to the right library. “Orphans” being those materials that end up in your book drop with no ownership stamp, just a barcode.

Usually this unique number follows a “2”–patron or “3” –items. Only input the unique number-- not the 2 or 3. **This field is searchable.**

Congratulations and Thank You

Your policies are now entered in the ILLINET Resource Sharing Policy Directory!

That is --they are entered if you remembered to click the SUBMIT button

