



Interlibrary Loan Policy

The Library offers Interlibrary Loan (ILL) services to any Woodridge resident holding a valid Woodridge Public Library card in good standing.

This policy covers ILL activity outside of the agreements and policies established by Woodridge Public Library's membership in the System Wide Automated Network (SWAN) consortium. We will not request materials that are owned by the Woodridge Public Library, or that are available in SWAN.

WPL staff will attempt to borrow requested materials available at libraries located within the United States and Canada. Every effort will be made to obtain requested materials from libraries offering free lending. If a lending library charges a fee for the loan of an item, WPL staff members will notify the person making the request to determine if they would still like to borrow the item and pay the fees.

All aspects of a filled ILL request are regulated by the lending library, including due dates, lending fees, and the cost (if damaged or lost) of the item. ILL costs are not refundable.

Woodridge Public Library patrons are charged a fee by WPL for items supplied by libraries outside of Illinois.

Lending to other Libraries:

Woodridge Public Library will loan items to other libraries located within the United States and Canada.

We will not lend the following:

- Materials published in the last six months
- Reference materials
- Digital materials such as eBooks
- Microforms
- Materials with prohibitive replacement costs
- Electronic devices, equipment, kits, or realia (objects and toys)

We reserve the right to charge other libraries for ILL materials, when appropriate.

Woodridge Public Library follows the Illinet ILL Code adopted by the Illinois State Library, the American Library Association ILL Code for the U. S. and complies with Copyright Law (17 U.S.C.).

Library staff shall develop such rules and procedures as are necessary to ensure compliance with the Woodridge Public Library Interlibrary Loan Policy.

Approved by the Woodridge Public Library Board of Trustees June 19, 2024