Don’t Miss the Boat!
Navigating 
the Interlibrary Loan Code 
for the United States

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Great Lakes Resource Sharing Conference
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3. Material Which Should Not Be Applied For

Current fiction; any book requested for a trivial purpose, or which is available in other libraries more readily accessible to the applicant; also, if applying to a public library, current publications that can readily be purchased and for which there is a natural demand in a public library.

4. Material Which Should Be Lent Only Under Exceptional Circumstances

Material in constant use or request in the library applied to; books of reference; books that are not to be taken from the library applied to except under special permission; material which by reason of its size or character requires expensive packing, or high insurance; material which by reason of age, delicate texture, or fragile condition, is likely to suffer from being sent by mail or express.
Purpose

• To establish principles that facilitate the requesting of material by a library and the provision of loans or copies in response to those requests.

• To regulate the exchange of material between libraries in the United States.
Interlibrary Loan Code for the United States


Download ILL forms in PDF format or Word format.

For more detailed information about the provisions of this code, please see the accompanying explanatory supplement.

Introduction

The Reference and User Services Association, acting for the American Library Association in its adoption of this code, recognizes that the sharing of material between libraries is an integral element in the provision of library service and believes it to be in the public interest to encourage such an exchange.

In the interest of providing quality service, libraries have an obligation to obtain material to meet the informational needs of users when local resources do not meet those needs. Interlibrary loan (ILL), a mechanism for obtaining material, is essential to the vitality of all libraries.
Structure

Requesting Library

Supplying Library
Interlibrary Loan Code for the United States Explanatory Supplement

For Use with the Interlibrary Loan Code for the United States (May 2008)

This Explanatory Supplement is intended to amplify specific sections of the Interlibrary Loan Code for the United States, providing fuller explanation and specific examples for text that is intentionally general and prescriptive. Topical headings refer to the equivalent sections in the Code. Libraries are expected to comply with the Code, using this Supplement as a source for general direction.

Introduction

The U.S. Interlibrary Loan Code, first published in 1917 and adopted by the American Library Association in 1919, is designed to provide a code of behavior for requesting and supplying material within the United States. This code does not override individual or consortial agreements or regional or state

http://www.ala.org/rusa/resources/guidelines/interlibraryloancode
ILL Code Myths

Myth #1: The ILL Police
ILL Code Myths

Myth #2: If another library is bugging me, I can just cut off their service without discussion.
ILL Code Myths

Myth #3: The ILL Code never says you can’t use staples, removable labels, or reuse old packages, so these are all OK.
ILL Code Myths

Myth #4: The ILL Code applies to all ILL transactions my library conducts.

It covers everything, right?
ILL Code Myths

Myth #5: If the book we requested never reaches us, we’re not responsible for it.
ILL Code Myths

Myth #6: As a requesting library, I don’t need to look up what the supplying library charges before sending a request.
ILL Code Myths

Myth #7: You can’t use items borrowed through ILL for course reserves.
ILL Code Myths

Myth #8:
As long as we’re packaging to prevent damage, we can return borrowed items however we want.
ILL Code Myths

Myth #9:
You wrecked (or lost) our book – we can bill you whenever we want.
ILL Code Myths

Myth #10:
The ILL Code never changes.
Revising the ILL Code and Supplement

- Reviewed and updated every 7 years per ALA RUSA guidelines

- Revised by the Codes, Guidelines, & Technical Standards Committee of RUSA’s Sharing and Transforming Access to Resources Section (STARS)
Revising the ILL Code and Supplement

- **2015 STARS Codes, Guidelines, & Tech Standards Committee**
  - Brian Miller (Chair), The Ohio State University
  - Tina Baich, Indiana University-Purdue University Indianapolis
  - Nora Dethloff, University of Houston
  - Margaret Ellingson, Emory University
  - Denise Forro, Michigan State University
  - Sue Kaler, Massachusetts Library System
  - Ryan Litsey, Texas Tech University
  - Candice Townsend, Library of Congress
Survey Conducted in October 2014

• Our committee requested feedback from resource sharing community regarding what revisions are needed to ILL Code and Supplement

• Survey sent to ILL-L, Workflowtoolkit-L, STARS-L

• Also distributed to the ALA Video Roundtable Community

• Had total of 65 respondents
In what type of library do you currently work or have you worked? (Choose all that apply.)

- Academic Library: 70.0%
- Archives: 0.0%
- Corporate Library: 0.0%
- Government Library: 0.0%
- Law Library: 10.0%
- Medical/Hospital Library: 0.0%
- Museum Library: 0.0%
- Public Library: 20.0%
- School Library: 0.0%
- Special Library: 0.0%
- Other (please specify): 0.0%

Other: “Library consortium” (1 respondent)
Survey Results

What percent of your work time now is spent doing or managing resource sharing / interlibrary loan?

- 76-100% of time (n=31)
  - 52% of respondents
- 51-75% of time (n=9)
  - 15% of respondents
- 26-50% of time (n=8)
  - 13% of respondents
- 1-25% of time (n=10)
  - 17% of respondents
- Do not currently work in resource sharing or ILL (n=2)
  - 3% of respondents
Survey Results

How many years have you been involved in resource sharing or interlibrary loan?

- More than 21 years (n=16) - 27%
- 11 to 20 years (n=12) - 20%
- 6 to 10 years (n=12) - 20%
- 5 years or less (n=18) - 30%
- Haven't worked directly in resource sharing or ILL (n=2) - 3%
Survey Results

Q: What revisions, if any, would you like to propose to the ILL Code and its Supplement concerning:

• The Responsibilities of the Requesting Library?

• The Responsibilities of the Supplying Library?
A: Responsibilities of the Requesting Library

Top five themes (Code & Supplement) by survey respondents

• ILL items for single patron use
• Secure packaging, no staples
• Labels on borrowed materials
• Renewals
• CONTU guidelines vs. Fair Use
A: Responsibilities of the Supplying Library

Top five themes (Code & Supplement) by survey respondents

- Ship to correct location
- Renewals
- No fax or mail for non-returnables
- Secure packaging
- Communication issues
Survey Results

Q: Which definition of “due date’ do you prefer?

• **Current definition:**
  Due date = date item should be back at the **supplying library** (includes return shipping time)

• **Previous definition:**
  Due date = date item should be back at the **requesting library** (excludes shipping time)

• **No preference**
A: Majority prefer previous definition

Please indicate which definition of "due date" you prefer.

Academic libraries:
33% Current definition (n=14)
62% Previous definition (n=26)
5% No preference (n=2)

Public Libraries:
50% Current definition (n=7)
50% Previous definition (n=7)
Due Date comments

Respondents in favor of **Current Definition** (Date due at supplying library)

- Encourages long loan periods with sufficient use and return time.
- Overdue notices are sent from circulation system (not ILL system) on same schedule as for local patrons.
- The previous definition “encourages laxness in ILL staff concerning returns.”

Respondents in favor of **Previous Definition** (Date due at requesting library)

- Return delivery times vary per item depending on lender distance; hard to predict.
- Gives patron maximum time with item, especially if short loan period or delay in arrival/pick-up.
- Don’t want to track two due dates (i.e. the one you give your patron and another by which you need to have item back to the supplying library); One due date is easier for ILL request management systems.
ALA Interlibrary Loan Request Form 2002

Request date ________________
Need before ________________
Request number ________________
Client information ________________

Borrowing library name and address

Citation Information
Book author ____________________
Book title _____________________
Publisher ____________ Place ______ Date ______
Series ________________________
This edition only __________ ISBN ____________

Serial title _____________________
Volume / issue __________ Date ______ Pages _____
Author of article ______________
Title of article ____________________
ISSN ____________________________

Audiovisual title ______________
Date of publication ____________

Verified in and / or cited in __________
Other bibliographic number __________

Lending library name and address

Lending library phone ____________________
Lending library fax ____________________
Lending library email ____________________
Lending library electronic delivery address ____________________

Notes ____________________________

Request complies with
[ ] 108(g) (2) Guidelines (CCG)
[ ] other provision of copyright law (CCL)

Type of request:
[ ] Loan
[ ] Photocopy
[ ] Estimate
[ ] Locations

Charge information
Account number __________________
Maximum willing to pay __________
Have reciprocal agreement ________
Payment provided ________________

Lending library report
Date of response ________________
Date shipped ________________
Shipped via ________________
Insured for ________________
Return insured [ ]
Packing Requirements __________
Charge ________________
Date due ________________

Use restrictions
[ ] Library Use Only
[ ] Copying not permitted
[ ] No Renewals
[ ] __________________

Not sent because
[ ] At bindery
[ ] Charge exceeds limit
[ ] Hold placed
[ ] In process
[ ] In use
[ ] Lacking
[ ] Lacks copyright compliance
[ ] Locations not found
[ ] Lost
[ ] Non-circulating
[ ] Not found as cited
[ ] Not on shelf
[ ] Not owned
[ ] On order
[ ] On reserve
[ ] Poor condition
[ ] Prepayment required
[ ] Request on ________________
[ ] Volume / issue not yet available
[ ] __________________

Estimate for
Loan ________________
Copy ________________
Microfilm ________________
Microfiche ________________

Borrowing library report
Date Received ________________

Revision Timeline: What’s Been Done

- Summer 2014
- Oct-Dec 2014
- Jan-Apr 2015
- May 2015
Revision Timeline: Yet to Come

- June 2015
- Summer-Fall 2015
- Fall 2015
2016 Approval
THANK YOU!

Nora Dethloff, University of Houston
Ryan Litsey, Texas Tech University
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