MARINETTE COUNTY CONSOLIDATED PUBLIC LIBRARY SERVICE
INTERLIBRARY LOAN POLICY

An interlibrary loan is a transaction in which library materials or a copy of the material is made available by one library to another upon request. The purpose of an interlibrary loan (ILL) as defined in this policy is to obtain library material not available in our local consortium.

Eligibility

ILL users must have their account in good standing to use this service. Patrons who have purchased non-resident cards are not eligible for interlibrary loan services. Requests must be made, picked up, and returned directly to the patron's home agency as indicated in their patron record.

Lending and Borrowing

Marinette County Consolidated Public Library Service (MCCPLS) will lend and borrow the following types of materials:

- Books
- Magazine Articles
- Media (DVDs, CDs, Audiobooks)
- Microfilm from State Historical Society

MCCPLS will not lend or borrow the following types of materials unless approved by the Library Director:

- Items which are owned, but in use at the requesting library or in use within the requesting library's shared automation system (Infosoup)
- Items which are on order at the requesting library or within the requesting library's shared automation system (Infosoup)
- Pre-publication titles or titles published in the previous six months
- Computer or video games in any format
- Entire reference and/or genealogical materials
- Textbooks
- Periodicals (entire issues)
- E-content
- Items which are owned at institutions that charge a lending fee
- Items which are owned outside of our regional borrowing consortium (WI, MN, ND, and SD)

Loaning libraries determine on a request by request basis whether a particular item can be provided.

Circulation

ILL items are subject to the same guidelines for circulation as stated in the MCCPLS Circulation Policy with the following additions:

- A patron may have only three ILLs in progress at one time.
- The due date and opportunity for renewal is determined by the loaning library. If a renewal is needed, the request must be made 4 days before the item's due date. An item may be renewed only once.
- Items lent to another library may be granted one renewal if requested by the loaning library if the item is not on hold for a patron in our shared automation system (Infosoup).

Cost of ILL

There is no direct charge to the patron for ILL services. Borrowers are responsible for any overdue fines, damages to items, or lost items. Charges for lost or damaged items are determined by the loaning library.

Approved by the MCCLS Board, 9/16/10
Updated by the MCCPLS Board, 4/20/23
Updated by the MCCPLS Board, 11/19/25