

Wallingford Public Library Interlibrary Loan Policy

Staff mediated interlibrary loan (ILL) requests are initiated when a Wallingford resident requests a specific title or information from a resource that is not available through the LION system. An ILL request may be considered for purchase and added to the Wallingford Public Library's collection if the item falls within the library's selection criteria.

Only Wallingford residents with a valid library card in good standing may request materials through ILL. Patrons with cards from other libraries should contact their home library to place an ILL request. Unless they are Wallingford residents, Choate students should request ILL material through the Andrew Mellon Library at Choate Rosemary Hall.

Patrons may have up to five active requests at any one time.

The requesting patron is responsible for any fees or fines charged by the lending library. Patrons will be informed if there is a fee from the lending library and will have the option of paying the fee or cancelling the request.

The Wallingford Public Library will lend any circulating materials in its collection to other libraries except for non-reservable items and items in high demand in Wallingford. Wallingford Public Library does not charge overdue fines for items loaned to other libraries, however, replacement fees are charged for long-overdue items.

Library patrons may check on the progress of an ILL request by contacting the Borrower Services Department. Library patrons may also attempt to renew or extend the loan period of an ILL item by contacting Borrower Services Department unless "Not Renewable" is written on the ILL date due slip which accompanies each ILL item.

Wallingford Public Library does not:

- request the same title for a patron more than twice a year; there is a 30-day waiting period between successive requests for the same title;
- request a title which is owned by the Wallingford Public Library, or which is available through the LION automated system;
- refer requests out of state.

Adopted October 2004, reviewed March 2007. Revised March 2011, March 23, 2015, September 26, 2016, September 26, 2022.