

CHENOA PUBLIC LIBRARY DISTRICT

RESOURCE SHARING POLICY

Revised February 2012

The Chenoa Public Library agrees to abide by all the provisions in the RAILS (Reaching Across Illinois Library System) interlibrary loan code.

I. **Interlibrary Loan** – Chenoa Public Library will lend materials (books, movies, audio recordings) in the following manner:

- a. Through the RAILS courier delivery system to this library on Mondays and Wednesdays, excluding holidays.
- b. Requests made online through WorkFlows, the online catalog, fax and phone calls will be honored. Requests from other librarians will also be sent through the courier or held at the library.

II. **Circulation**

- a. The circulating collection is open for browsing and loan to patrons holding valid library cards.
- b. New titles will not be loaned through interlibrary loan to other libraries.
- c. Chenoa Library will cooperate fully in RAILS reciprocal borrowing, in that patrons with valid library cards are allowed on-site borrowing privileges at the Chenoa Library.

III. **Reference**

- a. Library staff will assist patrons from other libraries in locating materials.
- b. Materials marked REFERENCE or DOES NOT CIRCULATE cannot be checked out. Staff can make photocopies of pages for .15 per page.

Adopted: _____

Date: _____