

UTAH STATE LIBRARY INTERLIBRARY LOAN (ILL) POLICY

The Utah State Library (USL) maintains a collection of general interest books, state and federal documents, and library-related books and periodicals, as well as a small number of audiovisual materials. Most of this material is available for circulation to Utah Libraries and State Agencies through interlibrary loan.

- Interlibrary loans are requested by the requester's local library or agency. The USL receives those requests, and when possible, pulls the item from the USL collection to fulfill them.
- Interlibrary loan items from the USL collection are normally checked out for six weeks, if there are no other requests pending and may be renewed up to two times for six weeks each. No materials may be renewed if there are other requests pending for that item.
- When a copy is not available at the USL, the ILL Librarian will forward that request on through OCLC's WorldShare platform to determine whether or not the request can be filled by another lending library. The duration of these loans is based upon the local policies of the lending libraries.
- The requesting library or agency is responsible for all materials requested and loaned from the USL collection or obtained from another library.
- Requesting library or agency will be notified by email when requested materials are not available.
- Requesting library or agency should indicate in WorldShare when materials have been received and returned.
- All materials more than four weeks overdue will be considered lost, and the requesting library or agency will be held responsible. Libraries may contact the ILL Librarian for replacement options. The issue must be resolved within 30 days of notice.
- Libraries with unresolved overdue, damaged, or lost materials may be ineligible to receive additional materials until the issues have been resolved.

Please contact the [Interlibrary Loan Librarian](#) with any questions or comments about this policy.

ILL SERVICES FOR STATE AGENCY EMPLOYEES

Materials in the USL collection can be located and requested by using the State Library catalog, available online, or in person at the State Library. Additionally, the State Library has access to materials from across the country via interlibrary loan. For loans of materials outside of the USL collection, state employees may contact the ILL Librarian at ill@utah.gov.

State employees who wish to borrow from the USL collection must:

- [Register for a library card](#) by submitting their name, the name of their state agency, their contact telephone number, e-mail address, and mailing address or state mailbox number.
- Be responsible for returning borrowed materials on time and in good condition.
- Request a renewal of materials if they are needed beyond the original due date.

State employees will request materials from the library's [online catalog](#). Materials will be sent directly to the address or state mail box number provided at the time of registration.

Material not in the collection may also be requested. These requests should be made by contacting the ILL librarian at ill@utah.gov. The duration of these loans is based upon the policies of the lending libraries. Renewals are allowed on some of these materials, but the State Library must be notified before the due date of the material. Photocopies of periodical articles and other material is also available. There may be a charge for these items.

Materials more than 4 weeks overdue will be considered lost and the state employee will be responsible for the cost of the material. State employees with unresolved overdue, damaged, or lost materials may be ineligible to receive additional materials until the issues have been resolved. Requestor will be notified when materials requested are not available.

Anyone may use the State Library's Government Publications materials within the Library, during regular business hours.

Updated 9 September 2020. Policy Approved by the Utah State Library Board July 17, 1998.