

Cedarburg Public Library Interlibrary Loan Policy

Purpose

Interlibrary Loan provides the opportunity to borrow material that is not owned by a library in the Monarch Library System. This resource sharing service is free to all Monarch patrons. It is intended to supplement the local collection, making access to information equitable to people across the state.

Place a Material Request

Requests for material may be made online or at the Information Desks.

1. Online requests can be made using the Interlibrary Loan Form found on the Cedarburg Public Library homepage: <http://www.cedarburglibrary.org/>
2. In-person and phone requests should be made at the Adult Services Information Desk: 262-375-7640, ext. 200 or the Youth Services Information Desk: 262-375-7640, ext. 110.

ILL Guidelines

1. Patron must have a library card in good standing from a Monarch Library System library.
2. Up to five requests may be active at one time. Patrons may inquire about making larger requests, staff will take the request and determine whether or not it is feasible to accomplish and notify the patron.
3. Some material is not eligible for request due to:
 - High demand
 - Rare or valuable
 - Already owned at the local library system level in the quantity needed
 - Policy restrictions set by the lending library
4. Loan periods are determined by the lending library.
5. Renewal requests may be made at the Cedarburg Public Library Adult Services Information Desk.
6. Borrowed material should be returned to Cedarburg Public Library.

Wisconsin's state guidelines for Interlibrary Loan can be found at:

<http://dpi.wi.gov/rl3/resources/resource-sharing/guidelines>

Cedarburg Public Library Board of Trustees Approved on 03/27/2019