

## Interlibrary Loan and Open Access Policy

The Elkader Public Library participates in the Interlibrary Loan and Open Access programs sponsored by the State Library of Iowa.

### Interlibrary Loan

If the Elkader Public Library does not own certain materials requested by a patron, the library staff will request the materials from SILO (State of Iowa Libraries Online).

Patrons will be limited to three items requested at one time, unless approved by the Library Director for more requests. There is no cap on the number of items a person may request in the course of a year.

Items borrowed through Interlibrary Loan will be held for seven days for patron pick up.

Circulation period is set by the lending library. Renewals are up to the discretion of the lending library. If a renewal is requested by a patron, the library staff will contact the lending library and request an extension, then contact the patron with the response.

### Open Access

Open Access enables users from a participating library to check out physical materials from over 600 other participating Iowa libraries. Patrons may also return items from one participating library to another; libraries will return items to home library at no charge to patrons.

Open Access patrons will not be eligible to check out materials through BRIDGES: Iowa's eLibrary program. As per the Letter of Agreement with BRIDGES, "the Library is asked to make reasonable distinctions between eligible and ineligible patrons (ineligible meaning Open Access or out of state patrons) and agrees to work with Bridges Management Team in this effort."

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