Requests made to Mokena Community Public Library District by other libraries:
- Requests may be submitted by OCLC (in-state and out of state), and mail/fax (ALA form equivalent required). Phone requests must be followed up with appropriate documentation (OCLC or ALA form).
- Item loans will be sent by courier within Illinois and by mail or UPS outside of Illinois. Other delivery methods will be at the library’s discretion. Photocopy requests can be mailed, faxed, or emailed.
- The library reserves the right to reject requests not in compliance with national and state interlibrary loan codes.
- Assuming item and staff availability, loans and copies will be sent within 48 hours. Requests received after 5:00 p.m. or on a weekend will be treated as if received at 9:00 a.m. on the next work day (Monday – Friday). Notification of unavailability of requested materials (for loan or fax) will be made according to same guidelines.

Items Available for Inter-Library Loans:
- Materials in the library’s general circulating collection from Juvenile, Young Adult, and Adult collections.
- Materials in the library’s Audio Visual circulating from Juvenile, Young Adult, and Adult collections including CD’s, DVD’s and Audio Books.

Items Not Available for Inter-Library Loan:
- Reference materials
- MP3’s, videogames, software, magazines, reference genealogy and e-books.
- Audiovisual materials will not be loaned out-of-state.

Loan Periods:
- Loan periods: Three weeks for books, audio books, CD’s and DVD’s. Delivery time of one week will be added to each loan period for In-State loans. Five weeks plus one week delivery time for out-of-state loans.

Renewals:
- Any item not on reserve may be renewed once for an additional loan period. If the item cannot be renewed, it must be returned before another hold can be placed.
- In-state renewals will be an additional four weeks and Out-of-state renewals will be allowed an additional two weeks
- Overdue items may be renewed at our discretion.

Charges:
- We do not charge for any loan.

Photocopies:
- Up to 20 pages will be provided, within copyright limits.
- Mokena Community Public Library District does not assess any charge to other libraries for photocopies.
Requests made to libraries outside of our consortia by The Mokena Community Public Library:

- Patrons using the Interlibrary Loan services must have a valid Mokena Community Public Library District card in good standing. Patrons must live in the district to use our ILL service. Out of district (reciprocal borrowers) must use their home library.
- Patron's card must have $5.00 or less in fines in order for an ILL request to be processed. If there are fines on the card, the patron will be notified that the request cannot be placed until all fines are paid. The patron will also be given a final date that we will no longer hold the request if fines are not paid.
- Interlibrary Loan requests are limited to 10 requests at any one time.
- The turnaround time for an ILL request averages one – two weeks from date of submission by an ILL staff to the date the material arrives at the patron’s library for pickup. It may take longer depending on availability. Out-of-state requests can take much longer because these items are sent through the USPS. Another reason for delay is that some requests must be submitted multiple times before a lender is found. Audio Visual and all materials coming from outside Illinois may take longer to receive.
- The library will not request any material from a Non-PrairieCat library that is holdable at any PrairieCat library. Exceptions to this are: if an item is damaged. Missing or long overdue (more than two months), or requests for extra copies of books for staff moderated book discussion purposes.
- Loan periods, usage restrictions, and renewal options are at the discretion of the lending library.

Items Available for Inter-Library Loan:

- Most types of materials may be requested. Exceptions are listed below.
- Microfilm may be requested, but it is usually restricted to in-library use only.
- Copies of journal articles may be requested.
- Textbooks are available for loan; however, the most current editions are difficult to procure. These items also have loan periods that are set by the lending libraries and may not have extended renewal periods.

Items Not Available for Inter-Library Loan:

- Reference materials.
- Items less than six months old may not be available to request.
- MP3s, videogames, software, entire magazines (with exceptions- see reference librarians), e-books, videocassettes, and books on cassette.

Due Dates:

- All items have a have a due date set by the owning library, minus transportation time.
- Patrons may not repeatedly request an item, or have another family member request it for them, in an effort to circumvent the standard loan period plus renewal.

Renewals:

- All ILL renewals are at owning libraries’ discretion.
- Overdue items may be renewed at owning library’s discretion.

Charges:

- We do not charge fees for any loan. If the loaning library charges a fee for an item, the patron will be contacted for permission before accepting the charges. Any postage charges to or fro will be passed on to the patron.
- Overdue materials – patron will be charged for any overdue fine assessed by the Mokena Community Public Library District.
- Replacement costs – items not returned shall be billed to the patron as billed by the lending library. This may include processing costs as well as replacement cost of the item.
- Patrons will be billed for damage to ILL materials assessed by the owning library.

**Photocopy Service:**

- Patrons are responsible for photocopying articles physically available in the library. A photocopy machine is available on the main level of the library.
- Patrons are responsible for downloading and/or printing articles accessible through Mokena Community Public Library District’s subscription databases.
- In many cases, owning libraries set a limit to the number of pages that they will copy and send. Every attempt will be made to request long articles, but Mokena Community Public Library District must adhere to the policies of owning libraries. In some cases, the patron may need to visit the owning library in person to obtain an article.
- Every attempt will be made to obtain articles from libraries who do not charge; however, in cases where the magazine/journal is only available at libraries which charge, whether in-state or out-of state, any direct costs incurred for obtaining an article will be paid by the patron on receipt.
- Copyright law limits the number of articles which may be requested from a single periodical title to which Mokena Community Public Library District does not subscribe to.