

Interlibrary Loan Guidelines

Owner	Cobb County Public Library
Reviewer(s)	CCPL Administrative Staff
Approver(s)	Cobb County Public Library Board of Trustees
Related Policies	
Related Standards	N/A
Storage Location	Library Administration, IConnect, Cobbcat.org
Last Review Date	February 20, 2025
Next Review Date	February 2027
Review Cycle	Every two years
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Cobb County Public Library (CCPL) offers Interlibrary Loan (ILL) as a service to all library patrons 17 years of age and older with valid full service CCPL library cards in good standing. All requests for loans must be in accordance with the [Interlibrary Loan Code for the United States](#). Educator cards, student pass accounts, electronic library cards, etc. are not eligible for ILLs.

Purpose of Interlibrary Loan

To allow CCPL patrons to obtain certain print library materials that are not currently owned by CCPL.

What items may be requested?

- Requests may be made for books not owned by CCPL. The library catalog should be checked to make sure the item is not available at CCPL. Any item owned by CCPL should be placed on hold.
- Photocopies of newspaper and periodical articles may be requested if the newspaper or periodical are not owned by CCPL both physically and electronically.
- There is a limit of five (5) open active pending ILL requests at one time per patron. Items requested must be over \$10.00 in value.
- An item may be borrowed one (1) time within a three-month period for the same patron.
- Patrons should let ILL staff know immediately if an ILL is no longer needed. ILL privileges can be suspended for three months if a patron has had more than three requested items that were not picked up before the loan period expired.
- Due to item availability issues and the necessary cooperation of various institutions, there is no guarantee that an ILL request can or will be fulfilled. The patron will be notified as soon as possible.

What items are not available?

- Libraries do not lend rare or fragile items, books published within the last year, items in high demand, microfilm/fiche, reference materials, genealogy materials, and audio-visual materials.
- Any item already owned by CCPL is not available for ILL. ILL requests for the print format may be accepted if the only format owned by CCPL is in audiobook or e-book format.

Interlibrary Loan Guidelines

Are there any charges?

- Generally, there is no charge for this service; however, the lending library may impose fees for photocopies, postage, or damaged or lost materials. These charges are passed on to the patron.
- Patrons are asked to indicate the maximum fee amount they are willing to pay for an item should there be a charge by the lending library. Failure to do so can delay submission of the request. CCPL suggests \$10.00 per book; \$1.00 per page per periodical article. The lending charges are payable to the lending library by check only.
- If no amount is given an amount of \$0.00 will be assumed. CCPL will notify the patron if the lending agency's policy exceeds the maximum.
- The patron is responsible for charges up to the amount agreed even if the ILL is not picked up.

How soon will the item arrive?

- Please allow at least three weeks. Fulfillment of the request depends on the availability of the item, the prompt handling by the lending institution, and delivery time.
- ILL procedures prohibit CCPL's attempt to expedite a loan through communication with lending institutions.
- CCPL will notify patron when item arrives.

What is the loan period?

- The lending library sets the loan period for the material. Typically, the loan period is for two weeks. The actual time the patron may have the items depends on how promptly the item is picked up. All items are subject to immediate recall.
- Renewals are not automatic. Renewals are only permitted if the lending library allows an extension. Request to renew an item should be made 5-6 business days before the due date.
- Lending libraries may designate some items for "in-library-use only."

What are the late fees?

- CCPL charges \$2.00 per day late fee. This late fee is assessed each day an item is overdue with no limit on the late fee.
- The lending library may impose substantial additional fees and fines for lost, damaged, or late items.

FULFILLING INTERLIBRARY LOAN REQUESTS FROM OTHER INSTITUTIONS

What items may be requested?

- CCPL will lend books from the circulating collection, except for items in high demand and published within the last year.
- Photocopies of any material in the collection will be provided by CCPL, within guidelines of Copyright Law, without charge.

Interlibrary Loan Guidelines

What items may not be requested?

- Items published within the last year, high demand items, reference titles, Georgia Room materials, audio-visual materials, and items on hold.

What is the loan period?

- CCPL will lend items to other institutions for three weeks.
- Renewals as per library policies will be made. Request to renew items should be made at least ~~three~~ five days prior to the due date.