



# OWWL LIBRARY SYSTEM

## INTERLIBRARY LOAN TO CORRECTIONAL FACILITIES POLICY

### IN-SYSTEM INTERLIBRARY LOAN

The member libraries of OWWL Library System (the System) provide resources from their collections to the correctional facility libraries. Libraries may choose to limit new materials or certain formats.

The correctional facility librarian places a hold on the desired title in the OWWL catalog. The Evergreen ILS targets a member library to fill the hold. The library sends the item to the System HQ where designated personnel process the item, assign the item a due date, and put the item in delivery to the requesting facility. Correctional Facility Borrower accounts have the following user policies in Evergreen:

- Loan period is six weeks
- Number of items allowed checked out at one time is 400
- Number of holds allowed are 200
- Number of overdue items/fees allowed before the facility's account is blocked is set to 50 items or \$100, whichever occurs first.
- Any item with metal (binding and/or hardware) will not be loaned to the facility
- Books with CD/DVD will have the disc removed before loaning to the facility
- Periodicals will not be loaned to correctional facilities

Correctional facilities may request to renew an item by contacting the designated personnel. System HQ staff will contact the loaning library to request permission.

### OUT-OF-SYSTEM INTERLIBRARY LOAN

The System will not process out-of-system ILL for correctional facilities. However, if an item is requested that is not available within the OWWL system, all efforts will be made to purchase the requested titles using the requesting facility's Special Loan Fund.

### DAMAGED OR LOST MATERIALS

All ILL materials should be inspected upon arrival at the member library/facility. Any damage should be noted before the item is checked out to the patron. The System or correctional facility staff may decide not to check the item out to the patron. Correctional staff should contact the System if an item is being returned damaged.

The System's Finance Director will request a bill from member libraries for damaged or lost items. Special Loan funds will be used to pay for these bills.

## DELIVERY OF IN-SYSTEM INTERLIBRARY LOAN

- Delivery to the correctional facilities is made once per week.
- Each week a locked delivery tote (with returned items) should be returned to the System.
- Correctional facility staff will share changes in delivery locations with the System's designated personnel who in turn will share it with the System's Finance Director and drivers.
- There will be a maximum of two delivery bins per facility each week.

*Amended: August 14, 2024; April 12, 2023; April 13, 2022; February 10, 2021  
Adopted: December 13, 2017*