

	<b>CITY OF PALM DESERT</b>	
	<i>Subject</i>	<b>InterLibrary Loan Policy</b>
	<i>Policy No.</i>	<b>LIBR-008</b>
	<i>Date</i>	<b>Issued: June 27, 2024 Amended: N/A</b>
	<i>Approved by</i>	<b>Resolution No. {2024-XX}</b>
	<i>Authored by</i>	<b>Library Services</b>

### **I. PURPOSE**

A. This policy outlines the interlibrary loan policy for the Palm Desert Library.

### **II. SCOPE**

A. Interlibrary Loan is a reciprocal borrowing service among libraries in North America, and it is at the discretion of the owning library whether to lend the item. By participating in a network of cooperating libraries, the Palm Desert Library strives to support the educational, informational, and recreational needs of our patrons, fostering a culture of learning and ensuring equitable access to diverse resources. This policy outlines the procedures and guidelines for requesting and borrowing materials through interlibrary loan, ensuring an efficient, fair, and user-friendly experience for all patrons.

### **III. POLICY**

- A. Patrons are responsible for the cost of any damaged or lost ILL items per the lending library's policy.
- B. A Palm Desert Library card is required to submit a request. Be sure your card is active and in good standing with no outstanding fees.
- C. Interlibrary Loan requests are limited to books or scanned pages or images of magazine/journal articles or microfilm. Libraries generally do not lend audiovisual, popular materials or unique items through Interlibrary Loan. ILL requests can be submitted in person at the Palm Desert Library. When requesting the title, author, publisher, and the ISBN of the book are recommended. The journal title, article title, volume number, and the year of publication are required for article requests.
- D. ILL Request Form can be found [here](#).