



Interlibrary Loan Policy

Through the Interlibrary Loan Service, the Woodridge Public Library provides Woodridge residents access to items from libraries outside of the SWAN consortium.

Only Woodridge Public Library card holders may request items through interlibrary loan.

Staff will attempt to borrow requested materials available at libraries located within the United States and Canada only.

Woodridge Public Library users are charged a fee for items supplied by libraries outside of Illinois.

All filled requests are regulated by the lending library, including due dates, lending fees, and the cost of the item (if damaged or lost.)

If there is a fee charged by the lending library for the loan of an item, Woodridge Public Library staff members will notify the person placing the request to determine whether they would still like to borrow the item and pay the fees.

Lending to other Libraries:

Woodridge Public Library will loan items to other libraries located within the United States and Canada.

We will not lend the following:

- Materials that have been published in the last six months
- Reference materials
- Digital materials such as eBooks
- Microforms

We reserve the right to charge other libraries for ILL materials, when appropriate.

Library staff shall develop such rules and procedures as are necessary to ensure compliance with the Woodridge Public Library Interlibrary Loan Policy.

Approved by the Woodridge Public Library Board of Trustees 3/20/2019