SSCHPL
Steger-South Chicago Heights Public Library

Circulation: Interlibrary Loan

When patrons want material that is not available within the SSCH Public Library, we ask other agencies to provide it. This is the process of interlibrary loan. Materials borrowed through interlibrary loan have a circulation period that is determined by the SSCH Public Library. We are happy to borrow materials from other libraries for you, but we ask that you respect the date by which those materials must be returned to their home libraries. When the SSCH Public Library is lax in returning materials borrowed through interlibrary loan, the library can lose the privilege of borrowing materials in that way for any of its patrons. It is crucial, therefore, that materials borrowed through interlibrary loan be returned in a timely manner. Habitual failure to do so may result in individual loss of the privilege in order to preserve the privilege for other library patrons. When picking up an interlibrary loan the patron must have the card the loan was placed on. They cannot use another card for pick up.

Patron Notification of Interlibrary Loan

When materials arrive patrons are notified by telephone, email or text. Please provide the Library with the information, and update the information with the Library when there are any changes.

Lost or Damaged Material

All charges for lost or damaged materials are set by the lending library. The patron is responsible for these charges plus the $5.00 processing set by the library system.

Materials Loaned:
Books, magazines, compact discs, kits, audiobooks, DVDs, Blu-Rays

Materials Restricted for ILL:
Newspapers, current (3 months) books, audiobooks, compact disks, popular movies and children's movies, video games, specialty items (Record player, digital camera, etc.)

Adopted: September 2002
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