

MATERIALS AVAILABILITY

When material needed by an eligible borrower* is not available (not owned or not on shelf) at the Elmhurst Public Library (EPL), the borrower may place a request for this material. When the material is available for checkout, the borrower will be notified that the material will be held for a specified period of time to be determined by Library staff.

The loan period for items received from other libraries is determined by the lending library. The borrower is responsible for overdue fines and charges for lost or damaged materials received from other libraries. These fines and fees, determined by the lending library, may be higher than those charged by EPL. All interlibrary loan requests filled within Illinois will be at no charge to the requesting patron. Individuals will be charged a reasonable fee (to be determined by administrative staff) for out-of-state interlibrary loan requests to cover lending library fees and mailing expenses for this material. Individuals will be charged a reasonable fee (to be determined by administrative staff) for all photocopy requests.

**Eligible borrowers are EPL cardholders and cardholders from libraries with reciprocal borrowing privileges who work or own taxable property in Elmhurst.*

EPL participates in the statewide Reciprocal Borrowing (RBP) which allows an EPL cardholder to check out materials from other participating libraries throughout the state. A list of those libraries that do not participate is available at the Circulation Desk. Individuals are responsible for charges and fees for lost, damaged, or late returned RBP materials.

Elmhurst Public Library, as a member of the Metropolitan Library System, honors reciprocal borrower cards from cooperating intersystem and intrasystem libraries.