



GATES PUBLIC LIBRARY INTER LIBRARY LOAN POLICY

For purposes of this policy, there are two kinds of Interlibrary Loan at Gates Public Library:

- **System-Level ILL:** Material owned by, and loaned to or borrowed by, member libraries of the Monroe County Library System (MCLS). Gates Public Library is a member.
- **Out-of-System ILL:** Loans of Gates books to non-MCLS libraries; or borrowing of books owned by non-MCLS libraries, facilitated by Gates Staff on behalf of Gates or other MCLS cardholders. “Non-MCLS” includes local, regional, statewide, and out-of-state libraries.

System-Level ILL:

Most Gates-owned material is immediately available to fill ILL (“Holds”) requests from Gates and other MCLS cardholders. Exceptions include:

- Adult books with the category “New” -- For their first 4-6 months, these may be requested by any MCLS cardholder but must be picked up at Gates.
- MiFi Hotspots owned by Gates – These may be requested by any MCLS cardholder but must be picked up at Gates.
- Wonderbooks, VoxBooks, and Launchpads (types of children’s books and tablets) – These may be requested by any MCLS cardholder but must be picked up at Gates.
- Videogames – These may not be put on hold.
- “Red Hot” (i.e. new) DVDs and Blu-rays – These may not be put on hold.
- VIP/Empire Passes – These may not be put on hold.

Similarly, most material owned by other MCLS libraries may be requested by Gates cardholders, although each library has its own restrictions.

Out-of-System ILL:

The MCLS ILL service allows MCLS card holders to borrow library materials not owned by the system. A request can be placed at any MCLS Library and the cost is \$5 per request. Requests are limited to print books. Most materials arrive within two weeks. Patrons are notified via phone or email when materials arrive, or if the Interlibrary Loan Department is unable to borrow the requested material.

In addition, the Rochester Regional Library Council offers the “All Access Pass,” allowing MCLS cardholders to borrow material directly from Rochester-area academic libraries. Gates Staff can register interested patrons for this service.

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