

4. Services

4.1. [Interlibrary Loan](#)

Interlibrary loan (ILL) is a service in which Olathe Public Library (OPL) borrows items for our customers from libraries outside of the OPL/Johnson County Library (JCL) system and lends materials from our collection to libraries nationwide.

4.1.1. ILL Borrowing Guidelines

In order to use the ILL service, a customer's OPL/JCL account must be in good standing with a verified address.

Customers can have a total of 15 ILL items currently on request and/or checked out at a time.

It may take two to six weeks for each ILL item to arrive.

When a customer's ILL is ready for pick-up, it will be held behind the welcome desk at either of the OPL locations. A staff member will need to check it out for the customer.

The owning library sets the due date. While they normally give each item about three weeks, checkout periods may vary. ILLs cannot be renewed.

ILLs come with a branded vinyl book strap. If a customer removes the book strap to read or use the material, we ask that they ensure both pieces are together when returning.

There may be a nominal fee to borrow certain items. The ILL department will try all free sources first. If the only option for borrowing is fee-based, they will let customers know before borrowing the material. Charges won't be posted to a customer's account until the item is received.

Overdue fines and charges for lost or damaged materials still apply. However, because the item does not belong to us, at 60 days overdue we will pay the owning library for the item and will be unable to issue a refund.

4.1.2. ILL Lending Guidelines

Requests from other libraries may be received through the Online Computer Library Center (OCLC), the Kansas Library Catalog (KLC), email, or phone.

We lend out materials in the OPL collection only. We do not lend JCL materials.

We do not lend materials published within the last six months.

Materials are loaned to the borrowing library for five to six weeks. Most items can be renewed if not needed by our customers.

Materials lost or damaged will be charged to the borrowing library.

There are no charges for lending materials, including photocopies.

ILL is a service that operates through cooperating libraries, not directly to library customers. Customers wanting to borrow OPL materials through ILL from another library will need to go through that library's ILL service to obtain the materials.

4.1.3. ILL Item Details

The following items can be borrowed through the ILL service:

- Books (including large print)
- Dissertations
- Theses
- Audiobooks
- DVDs/Videocassettes
- CDs
- CD-ROMs
- Census records and newspapers on microfilm
- Photocopies (obtained within the constraints of U.S. copyright law)

Items that cannot be borrowed through the ILL service include:

- Items owned by Olathe Public Library or the Johnson County Library (including materials in the reference section)
- Materials published within the last six months
- Complete issues of periodicals or newspapers
- Books in reference or special collections
- Console video games (Nintendo, PlayStation, Xbox, etc.)
- eBooks
- Materials needed in less than two weeks