

Interlibrary Loan Policy

When a patron wants material that is not available at Normal Public Library, the Library asks other agencies to provide it through the process of interlibrary loan or a consortium request.

Limited library cardholders may request interlibrary loan and consortium materials for use in the Library. Interlibrary loan is only available to Normal residents. Consortium requests are limited to consortium cardholders.

The Library will borrow from and loan to libraries in the contiguous United States, following state and national interlibrary loan procedures and protocols wherever applicable.

Just as with Normal Public Library owned materials, patrons are financially responsible for any damage or loss of interlibrary loan and consortium items. Charges for lost or damaged material provided through interlibrary loan and consortium loans are determined by the lending library and will include, but not be limited to, replacement cost, fines and processing fees. Habitual failure to return interlibrary loan and consortium materials in a timely manner and in the same condition in which the materials were received may result in individual loss of the privilege in order to preserve the privilege for other library patrons.

Approved by the Board of Trustees of Normal Public Library, December 17, 2025.