

**PASCO COUNTY LIBRARY SYSTEM
POLICY MANUAL**

SECTION: PUBLIC SERVICES

POLICY TITLE: INTERLIBRARY LOAN (ILL) /FLORIDA LIBRARY INFORMATION NETWORK (FLIN)

**EFFECTIVE DATE:
AUGUST 2020**

Acceptance Statement:

The Pasco County Library System (PCLS) considers use of the “FLIN SHAREit” system to constitute acceptance of the “FLIN/ILL” policy.

Philosophy:

PCLS strives to make as many and wide ranging of materials as possible available to our patrons. To supplement material borrowing, PCLS participates in the “FLIN SHAREit” system facilitated by the Division of Library and Information Services of Florida which connects PCLS with other library systems throughout the state to promote borrowing and sharing of materials.

Patrons with a library card in good standing may utilize the “FLIN SHAREit” system to request materials that PCLS does not currently have available within our library catalog.

Statement of Policy:

“FLIN SHAREit” requests may be submitted directly by library patrons using an online request form available on the library’s web page. Library staff are available to assist patrons with requests as well. Patrons must have a library card in good standing to use the “FLIN SHAREit” system. Reciprocal borrowers must request ILL service through their local library.

“FLIN SHAREit” loans count toward the standard fifteen (15) item hold limit that patrons are allowed to place and the standard thirty-five (35) item checkout limit.

“FLIN SHAREit” loans may be borrowed for a twenty-one (21) day period. No renewals are allowed on these materials because they must be returned to the lending library.

“FLIN SHAREit” requests will be reviewed by PCLS staff for possible purchase for the PCLS collection. If this occurs, a hold will automatically be placed on the material when it arrives and the patron will be notified in the usual manner.

Certain materials are not available for ILL:

- Materials that have been published within the last 12 months or are already being acquired by PCLS.
- Audio-visual materials.
- Any type of digital collection or e-format material.
- Duplicates of material that PCLS already owns.
- Magazines or periodicals.

Fines and Fees:

There is no cost to a PCLS patron to submit a "FLIN SHAREit" request and to checkout an item acquired by this system.

ILL items that are checked out and not returned by patrons will be subject to replacement costs. Replacement costs will be determined by PCLS in coordination with the lending library where the material came from. Replacement fees must be paid in accordance with PCLS Fines and Fees policy.