




# The Cañon City Public Library

## Interlibrary Loan Policy

### LIBRARY POLICY

Cañon City Public Library provides interlibrary loan services to enhance and extend the resources available to resident cardholders. Because CCPL cannot purchase or subscribe to every resource, interlibrary loan is an essential part of CCPL's effort to meet the informational needs of the community.

- A. This is a free service to our patrons and can be accessed through Prospector on our website via our catalog.
  - 1. Prospector is the fastest way to get library items from Colorado and Wyoming libraries. Prospector is a union catalog of nearly 200 academic, public, and special libraries in Colorado and Wyoming. Prospector gives library patrons and staff access to more than 30 million books, journals, DVDs, CDs, videos and other materials held in the Prospector member libraries. With a single search, patrons can find materials and request free delivery to their local library via the Colorado Library Courier.
  - 2. Place a hold on the item you want to borrow, using your Canon City Public Library Card. The institution you are affiliated with is "Alliance – Aspencat Libraries." The pickup location is "Canon City Public Library." If you require assistance, please do not hesitate to ask us. You can reach us at 719-269-9020. You can also visit us and ask at the front desk.
  - 3. In most cases, the item will arrive within two weeks from our library partners.
- B. There is no charge to patrons for ILL service through Prospector.
- C. Lending libraries establish the amount of time that a patron can borrow the materials. Renewals are at the discretion of the lending library.
- D. Patrons take full responsibility for the materials borrowed for them. If materials are lost or damaged, patrons will be billed at the rate set by the lending library.
- E. Repeated failure to pick up ILL items or return items by the due date may result in the loss of ILL privileges for the remaining calendar year.
- F. Most libraries will not lend items purchased in the last year. If it is a new item, please ask if we can purchase it.
- G. All interlibrary loan items are picked up and returned at the Cañon City Public Library. Interlibrary loan items are just like any other item checked out from our library.

  
Ryan Stevens, City Administrator

5/29/24  
Date

  
Susan C Hitt, Library/Museum Board Chair

05/31/24  
Date