

PHOTOCOPY SERVICE

The Elmhurst Public Library complies with the ILLINET Interlibrary Loan Code. Photocopies of periodical articles will be provided under the following guidelines:

Responsibility

Patrons are responsible for photocopying articles available at Elmhurst Public Library. Photocopy machines are available throughout the building.

Patrons are also responsible for photocopying articles available from periodicals held at Elmhurst College Library in any format. Exceptions will be made when Elmhurst College Library is closed and the information is needed before the library reopens.

Articles not available at either of these libraries may be requested from another library. Rush photocopy requests will be done only at the request of the patron, and fees will be charged as outlined below.

Eligibility for Service

Photocopies will be provided to Elmhurst Public Library cardholders and patrons of other libraries with EPL Business stickers.

Photocopy Service Fees

There may be a fee for each photocopy request placed.

An article obtained under the above guidelines may be mailed to the patron for a handling fee which must be paid at the time the request is made.

Any additional direct costs incurred for obtaining an article from a library outside the state of Illinois will be paid by the patron on receipt.

These may include online document delivery fees, "express service" charges by other libraries, etc.

Any fees associated with photocopying will be established by the Library Director and reviewed by the Board of Trustees.