

## Interlibrary Loan Policy Your Public Library

### Borrowing Policies:

1. The (name of the library) participates in the interlibrary loan program that permits the library to borrow materials for its patrons from other libraries. Patrons using ILL services must have a \_\_\_\_\_ Public Library card and be in good standing.
2. Books and photocopies of articles from periodicals not owned by (name of library) may be requested for loan through interlibrary loan. Recordings, microfilm, and genealogy materials may be requested but are often difficult to obtain. Items owned by the library, but checked out to another patron, may not be borrowed through interlibrary loan unless the item requested is more than two months overdue.
3. Materials borrowed from other libraries can only be sent for the loan period specified by the lending library. Patrons will not be granted renewals.
4. The (name of library) does not charge for interlibrary loan service, however, the patron is responsible for charges or fines imposed by the lending library. Every attempt will be made to borrow items from libraries that do not charge fees for loaning materials. Patrons will pay any expenses incurred in ILL, except return postage, which will be paid by the library. If a patron does not wish to borrow an item if charges are imposed this must be stipulated when the request is made.
5. Fines for overdue materials and processing costs for lost items will vary with the lending library and are the responsibility of the patron.
6. Patrons may only request 3 ILL items per week.
7. Requests that staff determines may violate copyright laws will not be accepted. Photocopies received through interlibrary loan will be stamped with a notice of copyright.

### Lending Policies:

1. Any decision to loan materials is made at the discretion of the library director or designated staff member. The library does not loan: local history materials, genealogy books, multimedia, bestsellers, periodicals, holiday books, Reference books, or materials with a publication date within the last two years.
2. The loan period for materials is six (6) weeks.
3. Materials are not renewable.
4. The library will notify the borrowing library when unable to fill requests.
5. A statement of the library's current ILL policies will be available online via the NTRLS home page.