

## Interlibrary Loan Policy

### **Interlibrary Borrowing:**

#### **Users**

All \_\_\_\_\_ Public Library cardholders may request interlibrary loans after six successful in-library transactions. A responsible check-out history must be developed.

#### **How to submit a request**

Patrons may submit a interlibrary loan request in person, by email, fax, or mail.

#### **What can be borrowed**

Books, audio, videos, articles and photocopies from materials may be requested. Some requests may not be filled due to high demand, inability to locate or rarity of item. A patron may order no more than three books at any one time from interlibrary loan.

#### **Loan Period**

The loan period is designated by the lending library.

#### **Fees**

There is no fee for a typical interlibrary loan. If the lending library charges a fee for a certain item, the patron requesting the item will be notified prior to filling the request.

#### **Lost and overdue charges**

Lost, damaged, or stolen interlibrary loans are subject to the lending library's rules and regulations. Upon notice that an interlibrary loan cannot be retrieved, the person in charge of interlibrary loans will contact the lending library as to the charge of said material. Charges for lost or damaged materials, as well as overdue charges for interlibrary loan, is the responsibility of the borrower.

#### **Renewals**

Patron must give one week notice if wishing to renew his loan. No renewals can be made unless the library has been given proper notice. No renewals can be made on Fort Worth Library and certain other designated interlibrary loan materials.

### **Interlibrary Lending:**

#### **Users**

The \_\_\_\_\_ Public Library will loan materials to all Texas libraries. All individuals wishing to borrow an item from our collection must initiate their request through a library.

#### **How to submit a request**

Texas libraries may submit requests by mail, fax, or phone.

#### **What can be borrowed**

The library endeavors to make available the broadest range of materials for interlibrary loan, with the following exceptions: Reference materials and newspapers. The library also reserves the right to refuse to lend materials (such as local histories, rare materials or other items as determined by the librarian) or to ask a borrowing library to restrict use of materials lent.

**Loan Period**

Items will be checked out for four weeks. This allows for two weeks transit time and for a two week check out to your patron. If an item is not on reserve for another patron, the item may be renewed. There is a limit of two renewals.

**Fees**

The \_\_\_\_\_ Public Library does not charge for lending materials.

**Lost interlibrary loan materials**

The \_\_\_\_\_ Public Library will assess a fee on a lost item equal to the replacement cost of the item, plus a \$5.00 processing fee. The borrowing library is responsible for the payment of this fee.

**Photocopies**

Up to 5 pages will be provided, with copyright limits. There are no charges for photocopies. Materials will be photocopied from with hard copy or microfilm.