

**4:7 Policy on Interlibrary Loans**

The Library's Interlibrary Loan service was established as a way to meet patrons' needs by attempting to borrow fiction or non-fiction material from another library when that material is not held in the Library's collection.

- Interlibrary Loan is available to adult patrons in good standing.
- The Library's Interlibrary Loan Request form must be filled out completely.
- Patrons are limited to three interlibrary loan requests/loans in process at one given time. "In process" is defined as requests pending, items awaiting check-out by the customer and items currently checked out.
- The Library will notify the patron by phone, mail, or e-mail when the requested item arrives or if the requested item cannot be obtained.
- Loan periods and due dates are determined by the lending library.
- Patrons are responsible for the safety and proper handling of their interlibrary loan materials.
- There is no charge for the Interlibrary Loan service however, patrons will be held financially responsible for damage to or loss of an interlibrary loan item and any overdue fee imposed by the lending library.
- If the item is not picked up by the due date, it will be returned to the lending library and the patron will be charged for the cost of the return postage.
- Continued disregard of due dates, accumulated fines and the mishandling of interlibrary loan materials are sufficient reasons for suspension of interlibrary loan borrowing privileges.

Adopted: 4-21-87

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