

## **Interlibrary Loan Policy**

The basic function of a library is to acquire and make books, materials, and services available to the public. An important service that the inter library loan. Many libraries participate in inter-library lending to strengthen and improve library resources and services.

**Lending:** All library holdings are available to other institutions.

1. Library Staff shall make every effort to fill all interlibrary loan requests submitted to the library.
2. Library Staff will ship items using IAShapes.
3. The Interlibrary Loan circulation period shall be six weeks (or longer, if needed) to allow time for shipping and use by the borrower.
4. Book club requests will be checked out for up to two months, if requested by the borrowing library, and may be renewed.

**Borrowing:** Requests for materials are given to the library staff. The patron supplies the complete bibliographic citation of the needed materials. The library staff verifies the location of material and submits a request. Turnaround time varies upon the type of material requested, the lending institution, and availability.

1. Library staff will submit patron requests for interlibrary loan items from other libraries in a timely manner.
2. Library staff will contact patron when the item(s) arrive and inform them of the due date(s).
3. Patrons are responsible for returning all borrowed material to the library by the established due date of the lending institution. Failure to return materials not returned by the due date will be subject to a fine of \$1.00 per day.