

# **INTERLIBRARY LOAN POLICY**

## **A. Overview**

Interlibrary Loan (ILL) is a process by which the Marion County Library borrows material directly from another library on behalf of a patron. ILL allows patrons to obtain materials from participating libraries throughout the United States.

## **B. Materials Available to Patrons through ILL**

1. Books, photocopies of newspaper, magazine or journal articles.
2. Material requested may not be loaned due to high demand at the lending library, copyright restrictions, or refusal of the lending library to loan rare material e.g., genealogy/local history.

## **C. Patron Borrowing through ILL**

1. A library patron with no overdue fines or other charges may request ILL material in person, by telephone, mail, or e-mail.
  - a) A patron may request one item at a time, which item must be returned to the library before submitting another request.
  - b) The library may require the patron pay the estimated return postage, before processing the request.
  - c) The library will strictly adhere to conditions set by the lending library regarding the requested material.
2. The library will process the ILL request as quickly as possible but receipt of the requested material depends upon the lending library and materials requested.
3. The patron will be notified by telephone, mail, or e-mail when the requested material arrives at the library.
  - a) If the patron refuses to pick up the loaned material without notifying the library, the patron may be denied future requests.
4. Loan periods are set by the lending library and an appropriate due date is assigned when the patron picks up the material. Material will be

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considered overdue if not returned to the library by the assigned due date.

- a) ILL material is to be returned to the circulation desk for processing and not deposited in either book drop.
5. A request for renewal is subject to the approval of the lending library, which may refuse the request.
  6. The patron is responsible for any overdue charges, damage or replacement charges, copy charges, or insurance (if any) charges, as set by the lending library.
    - a) A library patron who loses a loaned item will be charged by the library a fee of \$25.00, in addition to the fees charged by the lending library.
    - b) A patron may be denied privileges at the library for failure to pay ILL charges.

Adopted by the Marion County Library Board  
June 07, 2018



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Judith R. Bearden, Chair