

Interlibrary Loans Policy East Bonner County Free Library District

Policy Statement

In support of its mission “*to provide free and open access to information and ideas,*” it shall be the policy of the East Bonner County Free Library District to provide interlibrary loan service to its resident or paid non-resident patrons.

The library district assumes the usual costs of this service and does not charge patrons, except in extraordinary circumstances.** However, voluntary donations to help offset costs are gratefully accepted. Due to the cost to the library district, the number of interlibrary loan requests must be limited to not more than twenty-four (24) requests per patron per year. Exceptions to this limit may be made by the library director, or by his/her designee, when special circumstances exist. A patron or member of his/her immediate family may borrow the same materials only once in a three-month period.

Interlibrary loan privileges may be suspended for one year for a patron who fails to pick up requested material for a third time, who returns interlibrary loan materials late for a third time, or who maliciously or repeatedly damages borrowed materials.

CONDITIONS OF SERVICE

The library follows the provisions of the National Interlibrary Loan Code for the United States, 1993, and attempts to ensure compliance with U.S. copyright laws and guidelines.

Description of Service

The purpose of interlibrary loan service is to obtain material for patrons that is not available within the library district and to provide material from the district’s collection to other libraries.

The term interlibrary loan encompasses a range of materials and processes. Materials can include books, periodicals, audiovisual recordings, computer software, microforms, photocopies, electronic documents, etc. Various technologies may be used in satisfying patron requests.

INTERLIBRARY BORROWING

Requests may be submitted in writing either on paper forms or through electronic formats with bibliographic information included. Requests are reviewed for possible purchase. A decision to purchase an item is based on availability, cost, and projected patron demand, and on the currency, quality and authority of the work.

Service will be provided in as timely a manner as is possible. Turnaround time varies; however, depending on availability of an item at the lending library. An average response can take four weeks, but often more or less time. Attempts are made to honor requests for rush service.

Library district staff and patrons must strictly observe conditions of use imposed by a lending library. Most materials cannot be renewed, but renewals will be considered when allowed by the lending library.

INTERLIBRARY LENDING

This service is offered to other publicly supported, or not-for-profit, institutions that abide by the National Interlibrary Loan Code for the United States.

Materials that ordinarily circulate to library users may be sent out on interlibrary loan. The loan period is usually one month. Materials not available for loan include periodicals, newspapers, computer software, items in heavy demand, and materials in non-circulating collections.

Requests for items are accepted by mail, fax and electronic delivery. Telephone requests are discouraged. Rush requests are accommodated as time and staffing permit. Lending priorities may be designated based on the library district's reciprocal agreements. Institutions are responsible for the safe return of materials borrowed from the library district and may be assessed charges for damage to or loss of these materials, including but not limited to the replacement price of the item, a processing fee, and other charges associated with replacing the material.

** "Extraordinary circumstances" shall by definition include fees charged by a lending library in excess of \$5.00 per request.

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Board of Trustees
East Bonner County Free Library District