

## **Interlibrary Loans Policy East Bonner County Free Library District**

### **Policy Statement**

In support of its mission “*to provide access to opportunities for discovery, connection, and lifelong learning*”, it is 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 excess of \$5.00. 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.

The library follows the provisions of the National Interlibrary Loan Code for the United States, 2016, 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.

#### **INTERLIBRARY BORROWING**

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. Materials not available for loan include periodicals, electronic devices, items in heavy demand, and materials in non-circulating collections.

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.