

## **INTERLIBRARY LOAN POLICY**

### **Purpose of Interlibrary Loan**

Interlibrary Loan (ILL) represents a mutual agreement among libraries throughout the United States to share their library resources. Through ILL we can borrow materials from other libraries that are not available at our library. By receiving materials from another library, Kidder County Public Library is agreeing to adhere to the policies of that library. Kidder County Public Library is also assuming responsibility for the safekeeping and timely return of these materials. Any violation of this agreement may place at risk our future ability to borrow.

### **Eligibility and Limits on Interlibrary Loan Borrowing**

Interlibrary Loan (ILL) service is available to current Kidder County Public Library cardholders who have a library card in good standing. All fines and overdue materials must be cleared before the request will be processed. A patron is allowed 25 ILL requests per calendar year with a maximum of 4 active ILL requests at any given time.

### **Fees, Overdue ILL's and Replacement Costs**

Kidder County Public Library does not charge for ILL\*, however; if materials are returned late, patrons will be responsible for all fees, fines, and service charges set by the lending library. A cardholder's account will be suspended when an ILL item becomes overdue. If materials become lost or damaged, the replacement costs will be established by the lending library. This amount will be attached to the patron's account. Payment is expected in a timely manner. Once a patron has requested materials twice that have not been picked up, ILL privileges will be revoked indefinitely.

### **Materials Offered**

- Any materials not currently owned by Kidder County Public Library may be requested through ILL.
- \*There may be a charge for some materials requested. Some materials may be lent out on the condition that they are only used within the library.

### **Waiting Time for Materials**

We cannot estimate a turnaround time for an ILL request, as waiting periods vary. Requests are processed as they are received, no advance requests may be made.

### **Loan Periods and Renewals**

Interlibrary loans will be held at the Circulation Desk until the loan expires. The patron will be notified, be either email or telephone, when the materials arrive and again after one week. Because the loan period begins when items leave the lending library, any delay in pick-up will shorten the remaining loan period. Loan periods and renewal request responses vary for ILL items as they are set by the lending institution and therefore cannot be guaranteed. Requests for renewals must be made on or before the item's due date.

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