

<b>Taylor Public Library</b>	Approved by Library Board: Jan 17, 2006 Revised approved by Library Board: Aug 16, 2011	
	Approved by City Council: Feb 16, 2006 Revised approved by City Council: Oct 6, 2011	
<b>Interlibrary Loan Policy</b>	Revised: Oct 6, 2011	Page 1 of 2

## Principles and Objectives

Interlibrary loan is a service that supports the mission of the Taylor Public Library by providing enhanced access to library materials and information. Interlibrary loan is a transaction in which the Taylor Public Library borrows materials directly from another library on behalf of a patron, or another library borrows materials from the Taylor Public Library on behalf of its patron.

## Interlibrary Loan Borrowing

1. **Patron Status.** New patrons may not request interlibrary loan until one month after registration. Taylor Public Library patrons who have lost books, have unpaid fines or fees of any amount, have past problems with interlibrary loan materials, or are otherwise not patrons in good standing may not request interlibrary loans.
  2. **Age of Patron.** All patrons in good standing, regardless of age, may take advantage of interlibrary loan services. If the patron is a minor, the parent or guardian must agree to accept responsibilities for any related fines or fees.
  3. **Request Restrictions.** While the Taylor Public Library will make every effort to locate requested materials, not everything is available through interlibrary loan. Items that are typically unavailable include, but are not limited to: bestsellers; books less than one year old; rare or archival materials; microforms; reference books; newspapers & periodicals; and genealogy material. Photocopies of articles or pages from certain resources may be available, usually at a charge. Availability of audio/visual media may be limited.
- Number of interlibrary loan requests per patron and related procedures are as determined by the Library Director. Interlibrary loan materials count towards a patron's circulation limits, as defined by the *Circulation Policy*. Taylor Public Library will not place interlibrary loan requests for any item currently owned by the library.
4. **Due Dates, Use & Renewal.** The lending library sets the due dates of loaned materials, and may set restrictions pertaining to renewal or usage of their materials. Taylor Public Library will strictly observe the conditions set by the lending library.
  5. **Submitting a Request.** A Taylor Public Library patron may make a request for interlibrary loan according to library procedures. -Requests for photocopies must include indication of compliance with U.S. Copyright Law.
  6. **Delivery & Notification.** Taylor Public Library cannot guarantee the arrival date of any interlibrary loan materials; neither can the Library guarantee the order in which multiple

requests will arrive. Library staff will notify patrons when the material is available at the Library.

### **Borrowing Fees**

1. Overdue, Lost or Damaged Items. Taylor Public Library will impose current overdue charges for late interlibrary loan materials checked out to patrons. Should the lending library impose overdue charges, those fines will be charged to the patron. Patrons will be charged for interlibrary loan items they damage or lose as assessed by the lending library.
2. Other Charges. If the lending library imposes their own charges or any other fees and the requesting patron agrees to payment, those fees will be charged to the patron.

### **Interlibrary Loan Lending**

1. Other Library Requests. The Taylor Public Library endeavors to extend interlibrary loan services to all public, governmental and academic libraries. Taylor Public Library will not accept interlibrary loan requests from individuals.
2. Request Restrictions. Photocopies of some materials may be requested, if a specific citation is given. Photocopies will be in compliance with U.S. Copyright Law. If deemed appropriate, Taylor Public Library may limit the number of items sent or set conditions of use. Taylor Public Library will not lend the following materials through interlibrary loan:
  - Microfilm
  - Reference or archival materials
  - Periodicals or newspapers
  - New books, bestsellers, or items in high demand, as determined by library staff
  - Other materials or limits as determined by the Library Director.

### **Lending Fees**

Borrowing libraries will be charged .10 cents per page for photocopies. Should Taylor Public Library materials be returned damaged or are lost, a bill for the cost of the item will be sent to the borrowing library. Taylor Public Library will not charge overdue fees to borrowing institutions.