

## Section 3.9

### Interlibrary Loan (ILL)

#### **Borrowing**

Patrons must establish a checkout and return history of at least one book from our library before requesting an Interlibrary Loan (ILL). Patrons must have a library account in good standing to request and receive an item through Interlibrary Loan.

No more than two items may be requested at a time. If a patron currently has any books on their account through ILL, they can only request up to the two item limit. Fines for Interlibrary loan are \$ 0.25 a day per book.

Requested items must be at least six months old to be requested, however items newer than one year may not be supplied by the lending library.

Renewals from lending libraries will vary, if granted. Renewals should be requested at least one week before the item is due by contacting us. There is no guarantee of renewal due to holds, popularity, condition, or if needed for a library program. If the item cannot be renewed, it is due on its original date.

Patrons with damaged or lost books will not be able to use ILL until the item is paid for. If a patron damages or loses a book more than once, they will be restricted from using ILL for six months. An additional instance of damage or a lost item will ban them permanently from using ILL.

Items lost by our patrons will be paid by the Library and then charged to the patron's account at a cost set by the lending library.

Patrons who establish a pattern of consistently returning items overdue will be restricted from using ILL for six months. Patrons who do not pick up their books twice will be restricted from using the ILL program for six months.

#### **Fulfilling ILL Requests from other libraries**

We will not lend our books to other libraries until 6 months after they have been purchased. We lend books for a 5-week period with a one-time renewal of one month.

Replacement costs of our loaned items will be charged at the price of the book for lost or damaged items. This will be invoiced through the borrowing library.

Approved 11/16/2021

Greenville Area Public Library Board of Directors