

# INTERLIBRARY LOAN POLICY

## DEFINITION AND PURPOSE

InterLibrary Loan (ILL) allows library members to obtain materials not owned by the Converse Public Library (CPL), from libraries across the United States. It is a transaction in which the CPL borrows materials directly from another library on behalf of a patron, or another library borrows material from CPL on behalf of their patron.

## BORROWING FROM OTHER LIBRARIES

### Eligibility:

1. Borrower must have a valid Converse Public Library card to request material via ILL. Converse card holders that have a card based on TexShare membership must request ILL service through their home library.
2. Account must be in good standing, meaning no late fees or overdue materials.
3. CPL Account must be a minimum of 90 days old with a good and consistent history of timely returns.

### Restrictions on Materials Borrowed:

1. CPL will generally attempt to borrow any material the member needs. Members are cautioned that other libraries may not lend certain types of materials. These include the following:
  - a. Current best sellers and popular titles published in the last 12 months
  - b. Reference material
  - c. Genealogy material
  - d. Rare or valuable material
  - e. DVDs
  - f. Audiobooks on CD
2. The lending library may impose restrictions on material loaned, including requiring that the material be used only in the borrowing library.
3. Number of InterLibrary Loan requests per patron are limited to three at any one time. These loans count toward circulation limits.
4. Regardless of age, members may take advantage of InterLibrary Loan services. If the member is a minor, the parent or guardian must agree to accept responsibility for any related fines or fee that could incur.

#### Fees:

1. Fees for photocopying and occasionally other charges (loan fees, postage, access charges, overdue/late fines, damages, etc.) may be assessed by the lending library. Such charges will be passed on to the member. CPL will obtain authorization from the member before ordering material for which there is a charge. Members who fail to claim the material borrowed for them will still be expected to pay any fees incurred.
2. CPL does not charge fees to borrow items.
3. Members are responsible for all fees/fines incurred if the item is lost or damaged. The lending library determines the replacement costs and fees. Upon notice that an item cannot be returned or is damaged, CPL staff will contact the lending library as to the charge for that material. Charges, as well as overdue fees, are the responsibility of the borrower. These charges will be reflected on the members library account and may impact borrowing privileges.

#### Turnaround Time and Loan Period:

1. Time required to receive requested material can vary considerably, depending on availability of the material, location of the lending library, and shipping method. Some materials may arrive in 2 to 3 days, while others may take weeks. The member should also notify the library if the request is no longer needed after the request has been made so there is a chance to stop the process.
2. The lending library determines the length of time for which the material is loaned and whether renewals will be granted, and has the right to recall material before the due date.
3. The CPL will set a return date that is five days earlier than the due date, to allow time for the item to be returned to the lending library. Patrons are urged to return materials on time to ensure that lending libraries will continue to share their resources with the Converse Public Library.
4. A member who desires a renewal must notify CPL at least two (2) business days before the stated due date to allow time to file a renewal request with the lending library.

#### LOANING TO OTHER LIBRARIES

Converse Public Library lends reciprocally to other libraries. CPL will not loan:

1. Books published within the last year
2. Items designated as "high demand"
3. Reference material
4. Genealogical material
5. Newspapers or magazines
6. Rare, archival, manuscript, or fragile items
7. DVDs
8. Audiobooks

All materials will have a loan period of six (6) weeks. Materials not in demand can be renewed for an additional two (2) weeks.

CPL does not charge any fees for lending materials. If an item is lost or damaged, a replacement fee will be charged to the borrowing institution. Refunds cannot be issued after payments have been processed.