

Adopted 7/26/2010

Revised 10/1/2012

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Newell Public Library Inter-Library Loan Policy

Philosophy Statement

In order to provide a broad range of services for the many members of our community we have access to request a book you would like to read from another library. We provide this service to you our patrons since, due to our size, we are unable to carry all books in all subjects.

Regulations

- There will be a \$3.00 fee for each book requested through inter-library loan to help cover part of the return postage. The exception being any book club that orders multiple copies from a single library – this fee will then remain at \$2.00 for each book.
- You may only request 3 interlibrary books at one time, with the exception of book clubs that may request enough copies for all of their members.
- Patrons will be charged for lost or damaged library material, and are responsible for late fees incurred from the lending library.
- This lending service shall be made available to all ages of patrons.

Procedures

- The director will request books through the SILO system to fill patron requests.
- The director and/or assistant director will check each day for requests and/or replies.
- The director and/or assistant director will check in each inter-library book received from another library and notify the patron that their book is in.
- The director and/or assistant director will collect the \$3.00 fee when the book is given to the patron.
- The director and/or assistant director will ready book for shipment back to lending library and record date sent back.

Guidelines

The provision of borrowing material from other libraries as requested by patrons is to be carried out at the discretion of the director and staff. As with any other patron service, the director or staff may decline to provide this service based upon the borrowing history and dependability of the patron. This service, as with all others, is a privilege provided to the patron by the library. We, as the staff, should do everything possible to make as many materials available to our patrons as we can.