Interlibrary Loan Policy

1. Definition

1.1. Interlibrary loan is a process through which library material, or a copy of the material, is made available by one library to another upon request.

2. Interlibrary Loan Requests

2.1. If the Tay Township Public Library does not have within its collection the material that a patron needs, library staff will attempt to borrow it from another library.

2.2. Patrons must be a member of the Tay Township Public Library in good standing to request interlibrary loan material

2.3. Material can be requested at any Branch by filling out a request form.

2.4. Patrons may request a maximum of five (5) items at one visit.

2.5. The requested material will be sent to the requesting branch unless otherwise indicated by the patron.

3. Interlibrary Loan Borrowing (Responder Service)

3.1 Only print materials, with the exception of items published in the previous twelve months will be available for responder services. Reference material is also excluded, as well as any other material that is restricted by circulation.

4. Renewals

4.1. Interlibrary loan material may not be renewed.

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5. Turnaround Time

5.1. Service will be provided as quickly as possible. Turnaround time varies depending upon the lending library and the materials requested. Materials lent to other library systems shall be sent by branch courier in a timely manner. The delivery date of Interlibrary Loan items cannot be guaranteed.

5.2. Patrons will be notified by telephone when item(s) become available.

5.3. No request can be guaranteed; patrons will be notified if, for some reason, their requests cannot be filled.

6. Availability

6.1. Interlibrary loan requests are subject to the availability and interlibrary loan policies of the lending libraries.

6.2. Some types of materials may not be available for lending by other libraries such as popular books published within the last year, audio-visual materials, reference material, bound volumes or individual issues of magazines and newspapers, software, archival items.

7. Patron responsibility

7.1. The patron is responsible for picking up the requested item.

7.2. It is also the responsibility of the patron to return the item in a timely fashion.

7.3. If an item is lost or damaged, the patron is responsible for all overdue fines, the cost of the item, and any processing fees charged by the lending library.

7.4. Patrons who consistently abuse interlibrary loan borrowing privileges (e.g. continually returning materials late or failing to pick materials up at least three times within a three month period) will have their interlibrary loan borrowing privileges suspended for six

months.

8. Lost Material

8.1. Lost interlibrary loan material will be billed at the rate set by the lending library.

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