

# **POLICY MANUAL**

## **Fallon County Library Baker MT**

### **Interlibrary Loan Policy**

Patron ILL requests are limited to three (3) at any one time, except where special circumstances require more. This will be determined by the Director or staff in the absence of the Director.

Patrons must have a library card. The patron whose card is used for checkout is responsible for the item.

Fines for overdue interlibrary loans are \$1.00/day.

Failure to pick up interlibrary loan materials in the allotted week that they are held will result in a \$5.00 charge unless:

- a. The interlibrary loan has been canceled.
- b. The material arrives more than two months after it is requested, or
- c. The patron notifies the library that he/she will be late in picking up the material and is granted an extension of time by the library staff.

All requests for time extensions on interlibrary loans must be made with the library staff at least five (5) days in advance of the due date to allow time to make arrangements with the lending library. Only one request for an extension may be made per loan.

Patrons without telephones must leave a message phone number or current address before the interlibrary loan request will be processed.

Patrons requesting material from a lending library which charges a lending fee will be notified of such fee and must pay such fee before the interlibrary loan request will be processed. Should the lending library charging the fee not fill the request, the fee will be returned to the patron.

Abuse of ILL privileges (i.e., failure to return books in a timely manner, failure to pay overdue interlibrary loan fines, or failure to pay for lost or damaged books) will result in loss of ILL privileges for a period of three months for the first offense, six months for the second offense, and irrevocable suspension for the third offense.

A copy of this policy will be given to each patron requesting interlibrary loan material.

**Reviewed/Approved: 04/12/2016**