

Interlibrary Loan Policy

General Information

When a book is not among the collection of this library, we may be able to borrow it for a patron from another library through interlibrary loan. The Lemhi County Library District utilizes an online, worldwide network of more than 5,400 libraries called OCLC (Online Computer Library Center).

If a book or subject is requested more than three times it is seriously considered for purchase, provided the item and funding are available, and it fills a legitimate vacancy within the current collection.

What is an interlibrary loan?

Transactions in which one library lends original or photocopied materials to another for patron's uses.

Who may borrow through interlibrary loan?

You may borrow through interlibrary loan if you:

- Have been a patron for more than 3 months.
- Have an account in good standing (no current overdue/lost books, no fines, and no history of losing items or returning them damaged).

What may not be borrowed?

Ordinarily, other libraries will not lend the following materials through interlibrary loan:

- Best sellers and popular new books
- Reference books and rare books
- Genealogy books
- Magazines and newspapers. (Photocopies of articles can usually be substituted, however charges for this service vary among libraries.)

These restrictions ensure that patrons of the lending libraries will always have access to popular items and basic library materials.

Unacceptable Requests

This library does not accept the following kinds of requests for loan:

- More than three titles for one person at a time.
- Bulk orders of books for student mass assignments.
- Duplicates of titles at this library which are on order, in circulation, or on reserve.
- Equipment, art prints, and other materials which are difficult and/or cost prohibitive to package for mailing.

Since interlibrary loan is based on mutual cooperation among libraries, each library is expected to be reasonable and courteous in its requests of another library's staff and resources.

Updated: 03/14/2024

Board Signature: _____

Date: _____

Information Needed

In order to request a book from another library, an interlibrary loan lending form must be filled out in-person with the following information:

- Patron's name and reliable phone number
- Title and author's name
- Any other pertinent information such as volume, edition, translator, etc.
- Agreement to Patron Responsibilities (see below)
- Patron's signature

Time Involved

Interlibrary loan requests take two to four weeks (sometimes longer) from the date request is made.

Charges

Submitting a request is free of charge, as many libraries will loan their materials for free. However, some lending libraries do charge a fee (often \$5.00 - \$30.00). This library will not request from these institutions unless the fee is covered by the requesting patron.

Date Due & Renewals

The date an item is due back is determined by the lending library. Generally libraries will lend materials for two to four weeks from the date it is received at this library. Renewals are discouraged on interlibrary loan materials, but if one is needed, a request should be made seven days prior to the due date. Renewals are not guaranteed for any interlibrary loan materials.

Patron Responsibilities

As a borrower, you are responsible for:

- Picking up materials within one week of being contacted at the provided phone number. If materials are not retrieved within this time frame they may be returned early.
- Returning interlibrary loan materials by the date due, in the same condition they were received. Should items be lost or damaged you are responsible for the full cost of replacement (determined by the lending library) plus a \$10 processing fee.

Violation of these responsibilities will result in the suspension of interlibrary loan privileges.