

Carter Lake Public Library

Inter-Library Loan Policy

Purpose:

The Carter Lake Public Library supplements its collection with an interlibrary loan service that enables the library to borrow materials from other libraries. Through this service, the library enhances and extends the materials available to its customers and the community. The library will follow the terms of agreement set by the State Library of Iowa.

Borrowing:

A patron of Carter Lake or of rural Carter Lake are eligible for iLL service as long as they have a library card. Open Access patrons must use their home library for interlibrary loans. Interlibrary loan requests can be made in person, by phone, or by email to the library director or library staff.

A maximum of three active interlibrary loan requests are allowed. Active requests are materials being searched for and those on loan.

Interlibrary loan requests are not accepted for materials published within the last six months or for materials owned by the library. Requests are accepted if materials owned by the library are lost or are more than three months overdue. Some items are not available through interlibrary loans: magazines, pamphlets, textbooks, old, rare, or valuable items, and reference materials.

Patrons will be responsible for any interlibrary loan materials in their possession. If the item is lost or damaged, the patron will be charged the replacement cost for the item as per the lending library's request.

Notification is made when interlibrary loan requests are filled or if interlibrary loan requests are unavailable.

Loan periods and renewals are at the discretion of the lending library. Interlibrary loan materials must be returned to the Carter Lake Public Library, not to the lending library.

A patron must wait one month to re-request a specific title through interlibrary loan. Interlibrary loan privileges may be suspended if:

- a patron habitually requests titles and does not pick them up;

- materials are misused/damaged; or
- materials are returned late
- if outstanding fines and fees exceed \$10.00

Lending:

The Carter Lake Public Library will loan materials through Interlibrary Loan to participating libraries, when materials are available.

Materials loaned through Interlibrary Loan will be loaned for a period of six (6) weeks. Renewal of materials may be requested by borrowing libraries. Approval of renewal depends upon the material's popularity and any reserves or holds currently placed on the item.

The Carter Lake Public Library will not lend books published within the last six (6) months, reference volumes, magazines, materials housed in special collections (i.e. rare, archival, local history, genealogy), and fragile or bulky items