

INTER LIBRARY LOAN Policy

Introduction

Services

Resolution 2020-6; Amendment 2022-14

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Interlibrary loan (ILL) is based on the willingness of libraries to share and cooperate with each other. By receiving materials from another library, the Warren County Library is agreeing to adhere to the policies of that library. The Warren County Library is also responsible for the safekeeping and timely return of these materials. Any violations of this agreement may result in the loss of future borrowing privileges.

SERVICES

- Items owned by the Warren County Library will not be requested through ILL. This includes requests made for the same title owned by the library in a comparable format (i.e. - A request for a paperback copy will not be made when the library owns the same title in hardcover.)
- Requests are accepted only from members in good standing. All fines and overdue materials must be resolved before requests will be processed. Any member who has been referred to the collection agency will not be permitted to borrow through ILL until all charges have been resolved.
- Items published within the previous 12 months cannot be requested through ILL.
- Members may have a maximum of 5 ILLs in process (requested, received, and circulating) at any time.
- ILL requests are included in the total number of requests a member can make annually, which is capped at 50 requests.
- All ILL materials are subject to the terms and restrictions set forth by the lending library. The lending library determines the loan period.
- All ILLs are subject to recall by the lending library and must be returned immediately if recalled.
- ILLs may be renewed at the discretion of the lending library. Renewals must be requested one week prior to due date.
- If members damage or lose an ILL item, they are responsible for the cost and replacement fee charged by the lending library. This amount will be added to the member's account. Replacement copies will not be accepted.
- ILL items are held for one week.
- ILL items may be returned to any of the Warren County Library facilities.
- Members will be charged \$3 for lost or removed ILL bookstraps.

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