

## **INF-2**

### **INTERLIBRARY LOAN POLICY**

#### **Policy Statement**

The Manhattan Public Library (MPL) provides interlibrary loan service (ILL) to enhance and extend resources available to its users. Because the library cannot purchase or subscribe to every useful resource, ILL is an essential service to meet the information needs of the community.

#### **Definition**

ILL is a cooperative service agreement between libraries to lend or borrow materials in order to fill borrower requests.

#### **Regulations**

##### **Borrowing Materials from other Libraries**

1. ILL is available to all MPL cardholders with accounts in good standing (less than \$10.00 in outstanding fines or fees), except non-residents.
2. ILL will attempt to fill requests for all types of materials at its discretion, with the exception of the following: items in the MPL collection (unless the item is lost or more than 30 days overdue), very new or unpublished items, very popular items, excessively expensive or rare items, and textbooks.
3. Generally there are no fees or charges for borrowing materials through ILL. If materials are not available within the MPL ILL system, requests may be extended to out of state libraries. In this instance, patrons are asked if they are willing to pay postage and handling or photocopy fees if required, and are asked to specify a maximum amount they are willing to pay.
4. A borrower may not have more than ten active requests at any one time, including items checked out, requested and in transit. A request is considered active from the time it is placed until the item is returned to the lending library.
5. Overdue fines of ten cents a day are charged for most ILL materials, up to a maximum fine of \$3.00. Overdue fines of \$1.00 a day are charged for DVD's, Blu-Rays, video games, and book discussion kits, up to a maximum fine of \$5.00. There is a one-day grace period before fines accrue. Additionally, patrons who return ILL materials without the identifying band will be charged \$5.00 for vinyl bands and \$2.00 for paper bands, which will be waived when the band is returned.
6. Patrons are charged for lost ILL items for the amount assessed by the lending library.

7. Patrons are responsible for damage done to ILL material while in their possession. Fines for damage or replacement costs are assessed by the lending library. MPL communicates charges to the borrower, takes payment of the fine and pays the lending library for the damages. The ILL librarian notifies patrons of damage fines and fees by mail.
8. Records of ILL transactions are only maintained for the length of time necessary to retrieve and return an item that is on loan.

### **Lending Materials to Other Libraries**

1. MPL does not lend microfilm, non-circulating reference materials, story kits, discovery packs, video games, Blu-Rays, or any item that is irreplaceable through ILL. Popular, high-demand items needed to fill demand of Manhattan's patrons are not loaned.
2. The loan period for ILL items is four weeks from the date that item is checked out to the borrowing library. The loan period for DVD's is three weeks. Out-of-state loans are six weeks for books and four weeks for DVDs. Items may be renewed for the original loan period, unless there is a hold on that item.
3. MPL does not charge fees for items sent to other libraries on ILL, including overdue fees, unless photocopies of more than two pages are requested.
4. Borrowing libraries are charged for the list costs of items that are returned damaged and beyond use. In addition, a \$5.00 processing fee is charged. There is no charge for minor damage that can be repaired or minor wear and tear. Borrowing libraries will be billed for items that are lost and not returned. Libraries with outstanding fees for lost or damaged items may be denied ILL privileges.