

INTERLIBRARY LOAN POLICY

Interlibrary loan is a procedure by which one public library may borrow library items (usually books) from another library. This procedure is handled by the Library Director (or a designated staff member) via a specialized computer network and within guidelines of the Kentucky Department of Libraries and Archives. An interlibrary loan search can take as long as six weeks, depending upon the length of time a lending library can ship materials to the requesting library. A \$1.00 postage fee will be requested for each title. This fee is to be paid at the time that the request is made. New titles and genealogy materials may not be requested as most libraries will not loan due to rarity of the items, cost of replacement, popular demand within their own library, and the servicing of the lending library's own patrons. Not all titles requested will be filled. Before requesting materials, patrons should be aware of:

1. Patron must have a valid library card and be a reliable library user.
2. Patron must complete Interlibrary Loan request form which is available at front desk. All known information must be applied to the request form.
3. A \$1.00 (one dollar) fee per title must be paid in advance for requests.
4. Patron must agree to abide by any restrictions imposed by the lending library. Sometimes this might include "may not be taken from library" which means the requesting patron may view the materials only at the main library, or other imposed restrictions concerning date returned or use.
5. Patron will be notified upon receipt of the requested materials and given 5 (five) days to pick up the title. The materials will be returned to the lending library if the patron fails to pick up the title. The \$1.00 postage fee will not be returned if the patron fails to pick up item.
6. Patrons under 18 (eighteen) years of age will be required to provide a parent or guardian's signature.
7. Patrons agree to return all borrowed materials within the designated time-frame in good condition and pay any fines regarding overuse of interlibrary loan materials.
8. Fee for overdue interlibrary loans will be \$2.00 per day plus any other late fees charged by the lending library.