

## **Bastrop Public Library Interlibrary Loan Policy**

### **I. Definition**

Interlibrary Loan (ILL) is the process that the Bastrop Public Library uses to request materials from, or supply materials to, other libraries.

### **II. Conditions of Service**

All interlibrary loan transactions are made between libraries. All library users must request an ILL through their home library.

The Bastrop Public Library follows and endorses the principles relating to interlibrary loan included in the ALA Interlibrary Loan Code, the Texas State Library and Archives Commission Interlibrary Loan Protocol, the United States Copyright Law, and the United States Commission on New Technological Uses of Copyrighted works (CONTU) guidelines and federal and state laws governing confidentiality of library records.

### **III. Borrowing Policy**

1. Users—Patrons requesting an interlibrary loan are required to have a Bastrop Public Library card in good standing. Requests are not filled if the patron has outstanding fines or overdue materials on their record. New patrons are required to have a Bastrop Public Library card for two weeks before requesting an ILL. Requests will be placed for city or county patrons only. Must be at least 18 years old to place an ILL request.
2. Requests—Requests are limited to five items per patron. The Library reserves the right to limit the number of requests per patron. All requests must be valued at \$100 or less.
3. Types of materials borrowed—The Library will attempt to borrow print media only.
4. How to request an interlibrary loan—Patrons must complete an interlibrary loan request form. Information on the request form must include full bibliographic information that includes author, title, date of publication, publisher, ISBN and cost of book. Periodical articles must contain complete citation information, including author, title, periodical source, date and/or volume number and page numbers. The patron must include a current daytime telephone number. Patrons must request materials at the library, this request requires a signature and a payment of \$2.00 made before requests are submitted.
5. Delivery of requested materials—The Bastrop Public Library submits interlibrary loan requests as quickly as possible. The delivery of the requested material is contingent upon how quickly the lending library processes the order and ships the material. A rule of thumb for the receipt of the requested material is two to three weeks.
6. Conditions of Use—Lending libraries set their own loan periods and restrictions (such as renewals, in-library usage and etc.). Failure to return interlibrary loan items on time (date stamped on wrapper) or to pick up items within three days of notification of arrival may result in the suspension of interlibrary loan services and book will be returned. Materials borrowed through interlibrary loan must be

returned to the Bastrop Public Library and not to the lending library. The interlibrary loan wrapper is not to be removed by anyone other than a staff member.

7. Charges—The Bastrop Public Library does not charge for interlibrary loan services. The library does charge \$2.00 per item to cover return mailing costs.
8. Lost, Stolen or Damaged Interlibrary Loan Items—If an interlibrary loan item is lost, stolen or damaged, the patron is responsible for the cost of the item (to be determined by lending library) and any processing fees charged by the lending library.

#### **IV. Lending Policies**

1. Users—The Bastrop Public Library will lend materials to all established libraries. Those wishing to borrow materials from the Library must initiate their request through an established library.
2. Requests—Any decision to loan materials is made at the discretion of the Library Director or designated staff member. The borrowing patron may request materials through their home library.
3. What can be Borrowed—The Library does not loan the following: Reference, local history materials, genealogy, microfilm, periodicals, audio-books, CD's, videos, DVD's, best-sellers or items on reserve.
4. Loan Period—The materials are loaned free of charge. The loan period is six weeks allowing for transit time and checkout by the patron. All materials are subject to recall. Renewals are at the library's discretion. The library will notify the borrowing library when unable to fill a request.
5. Photocopies—The Library will make 1-50 photocopies per request. The first 20 pages are free. There is a .10 cents per page fee after the first 20 copies. Genealogy requests are charged differently. Please see the Library's genealogy policy for more information.
6. Lost, Stolen or Damaged materials charge—The Library assesses a fee on a lost, stolen or damaged item based on the cost of the item plus a \$5.00 processing fee. All charges are nonrefundable.

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Bastrop City Council approval: