

Calhoun County Public Library System

Interlibrary Loan Policy

The Calhoun County Public Library System participates in the national interlibrary loan program that permits the library to borrow materials for its patrons from other libraries. This interlibrary loan service is available to all patrons whose record is clear of fines and overdue items. Materials will be requested for patrons who do not hold a current library card, but use will be limited to in-house. Books and photocopies of articles from periodicals not owned by the Calhoun County Public Library System, or that are otherwise unavailable, may be requested for loan through interlibrary loan. Requests for periodical articles, including newspapers and reports, will be checked against the library's electronic databases before the request is forwarded to ensure that the requested information is not available. Audio and film recordings, microfilm and genealogy materials may be requested but are often difficult to obtain. Items owned by the library, but checked out to another patron or otherwise temporarily unavailable, may not be borrowed through interlibrary loan, unless the item requested is more than two months overdue.

The Calhoun County Public Library System does not charge for interlibrary loan service; however, the patron is responsible to pay for postage to return back to lending library, and any charges or fines imposed by the lending library. Every attempt will be made to borrow items from libraries that do not charge fees for loaning materials. If a patron does not wish to borrow an item if charges are imposed (such as postage, insurance fees, lending fees, photocopying charges), this must be stipulated when the request is made. Fines for overdue materials and processing costs for lost items will vary with the lending library and are the responsibility of the patron.

The library may restrict the number of items requested by an individual patron or "meter" the number of items referred through interlibrary loan when necessary to ensure fair, equitable, and timely service within the constraints of budget and staffing. This action will only be taken in consultation with the patron and alternative sources for service will be suggested. Requests that staff determine may violate copyright laws will not be accepted. Photocopies received through interlibrary loan will be stamped with a notice of copyright.

Loaning to other libraries

The Calhoun County Public Library will loan items to other libraries with the exception of the following types of materials:

- Audiovisual materials
- Rare or valuable materials
- Items on reserve to CCPL patrons
- Telephone directories
- High local demand items
- Genealogy & local historical materials
- Periodicals
- Microfilm
- Reference materials
- New books that have been in the collection less than six (6) months

As a provider, the Library accepts ILL requests only from other libraries, not individuals.

Items loaned to other libraries for the borrowing libraries' cardholders will be loaned for four (4) weeks, and are not subject to renewal.

Copies of requested materials will be provided at no charge if 10 pages or less. If more than 10 pages, the charge will be \$.10 per page. This includes items that are either photocopied or printed from scanned microfilm. No copies will be made in violation of copyright law.

No fee will be charged for the loan or for mailing of the requested materials. No overdue fees will be assessed. Charges will be assessed if the item is returned damaged or is lost. Libraries having unpaid, repair, or replacement costs for ILL items loaned to them will not be able to borrow further ILL materials from the Calhoun County Public Library until the charges are paid.

Library Board Approved 1/01
Commissioners' Court Approved 1/01
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