

**Lake Whitney Public Library
Interlibrary Loan Policy**

At this time the Lake Whitney Public Library refers this service through the Hillsboro Library.

DEFINITION AND PURPOSE

Interlibrary Loan (ILL) is the process by which a library borrows material from, or supplies material to, another library. Lake Whitney Public Library recognizes that the sharing of material between libraries is an integral element in the provision of library service and believes it to be essential to the vitality of all libraries.

GOVERNANCE

Interlibrary loan policies of this library are governed by the American Library Association's Interlibrary Loan Code for the United States (2001); the Copyright Law, Title 17, U.S. Code; and by the regulations of lending libraries.

BORROWING FROM OTHER LIBRARIES

Rules of Borrowing

The material request should be written with requesting patron's Name, Address, Phone Number and Date of Request. No more than one book may be ordered per person, per month at a time. Request forms are available at circulation desk.

CHARGES

The person ordering must pay \$5.00 postage and handling. Fees for photocopying and occasionally other charges may be assessed by the lending library. Patrons who fail to claim the material borrowed for them will still be expected to pay the postage and any other fees incurred.

The Lake Whitney Public Library will order materials for patrons that are not served by a library in Hill County. If the patron's address indicates they live in another library's service area, they must use that library for ILL. The staff member taking the request will verify the patron's identity.

Patrons who do not pick up their ILL requested materials will forfeit the use of this service.

Patrons who fail to return item on the due date, will forfeit the use of this service. Late fees of 25 cents per day will be charged.

If an item is lost, the loaning library's replacement cost and an additional \$5.00 processing will be charged by the Lake Whitney Public Library.

Type of Material Borrowed

Lake Whitney Public Library will generally attempt to borrow any material the patron needs. Patrons are cautioned, however, that other libraries may not lend certain types of materials. Not everything is available for borrowing.

These include the following:

- current bestsellers and popular titles
- reference
- genealogy
- rare or valuable material
- audiovisual material
- bulky or fragile items that are difficult or expensive to ship

Lake Whitney Public Library will not borrow material determined to be in violation of copyright law.

Restrictions on Material Borrowed

The lending library may impose restrictions on material lent, including requiring that the material be used only in the borrowing library. The lending library determines the length of time for which the material is lent and whether renewals will be granted.

Turnaround Time and Loan Period

When making an ILL request, the patron should indicate any deadline for receipt of material and whether material will not be needed after a given date. Requests will be processed in the order in which they are received.

The lending library determines the loan period, which can vary from 2 to 4 weeks. Lake Whitney Public Library will set a return date that is three business days earlier than the due date, to allow time for the item to be returned to the lending library by mail. Patrons are urged to return materials on time to ensure that lending libraries will continue to share their resources with Lake Whitney Public Library.

WHAT MATERIALS WILL WE NOT LEND?

The Lake Whitney Public Library will lend books to other library patrons, only if our library has more than one copy of the book requested.

Audio Visual material (i.e. Videos, DVD'S, Cassettes, CD'S, Equipment, etc.)

Texana (this includes loan and reference)

Periodicals (i.e. Magazines, Newspapers, Phone Directories)

Local history

Books in demand at our library (i.e. GED, ASVAB, THEA, etc.)

Books on reserve, Books on tape, Books in CD format

Games

Reference books, Rare Books, Local History Books

New books (those we classify as new and those published within the last 2 yrs.)

Books of which we have a single copy

The Lake Whitney Public Library encourage patron's in good standing with the library to utilize this program to obtain items that are not available at this location.