



## **Interlibrary Loan Policy**

~Board Approved 04/08/02

Manchester District Library will borrow materials from other libraries for patrons in good standing and will share our materials with other libraries through the Woodlands Library Cooperative Interlibrary Loan (ILL) System.

### **Loans to other libraries**

Manchester District Library will loan any circulating materials in our collections to other libraries in the Woodlands Library Cooperative. Circulating books will be loaned to libraries outside of the Woodlands Library Cooperative, but AV materials and items on new book shelves will not be loaned outside of the cooperative. The library does not charge overdue fines to borrowing libraries, but may assess fees for lost or damaged materials.

### **Loans from other libraries**

Manchester District Library will attempt to borrow materials from other libraries for library card holders in good standing. ILL is not intended for Michicard patrons who can be referred to their home libraries. Manchester District Library reserves the right to deny ILL service when a patron has a history of not returning books in a timely fashion.

Because of substantial costs to the cooperative and library in providing ILL service, the library places some limits on the use of ILL. Patrons are limited to six current interloan items/requests at any given time. For example, if a patron has two ILL items checked out they may have only four additional items currently on request.

Interlibrary loans are made for the same periods as MDL's materials. However, interlibrary loans may not be renewed. Patrons will be charged late fees for overdue ILL materials at the rate of .25 per day for books and 1.00 per day for AV materials. The patron is responsible for any replacement charges from a lending library for lost or damaged materials.

There is no charge for interlibrary loan service. Patrons will be charged .10 per page for photocopies of articles provided via interlibrary loan.

Interloan requests are usually not placed for items which the library owns. A reserve may be placed for those items.

The library may elect to purchase an item, rather than obtain it through ILL.

Because Manchester District Library does not loan AV materials to libraries outside of the cooperative, we do not request interloans of AV materials not held within the cooperative.

The library will borrow limited numbers of ILL materials for college and university researchers, but patrons are asked to use their academic library for extensive requests.

Patrons can not be guaranteed receipt of an item requested through ILL. The library cooperative asks that we not request the following materials: best sellers, serials, reference works, items not yet published, and rare materials. Many libraries will not loan certain types of materials. Some materials are rare enough that requests may take weeks or months to arrive or may never be made available.