

## **Terrace Bay Public Library - Interloan Policy**

**Board Motion # 31-07**

**Date of review January 13, 2009**

**Date of original motion June 13, 2000**

**Chair's signature \_\_\_\_\_**

When a library member requires library material which is not included in the Library's collection, the Library will make every effort to secure the requested material from another library.

Library shall keep accurate records of

1. requests for materials made to other libraries
2. materials which have been received from other libraries
3. the date on which such materials are due back at the holding library
4. the date on which materials are returned to their holding libraries.
5. requests for the library's material made by other libraries
6. materials which have been sent to other libraries
7. the date on which such materials are due back in the library
8. date on which materials were returned to the library
9. number of transactions

The borrowing period for interlibrary loan material is determined by the holding library.

All interlibrary loan material must be returned to the Terrace Bay Public Library. They are not to be returned to the holding library directly by the borrower.

Interlibrary loan materials will be subject to the same rules as regular library materials with regards to overdue charges and charges for lost or damaged material. Money collected in compensation for lost or damaged interlibrary loan material shall be forwarded to the holding library.

In the case where a holding library charges a fee for the loan of its material, the library will cover this cost and inform the member of the charge. A donation from the member to cover the fee will be accepted if offered.

Any member who shows repeated disregard for the policies concerning interlibrary loans may be denied the privilege.

Requests to the library to loan its material will be considered on a case by case basis. If the material is new or in high demand, the request will be denied. The library will not loan audio visual material.