

INTERLIBRARY LOAN (ILL) POLICY

Marion Public Library

I. Borrowing

- A. The Marion Public Library offers Interlibrary Loan (ILL) service to all patrons. A patron may request a maximum of seven items at one time. The patron must have a current Metro Library Network library card with fines below \$20.00.
- B. To offset postage charges, there will be a \$3.00 charge for each ILL book received from another library in Iowa, or a \$5.00 charge for a book borrowed from an out-of-state library. We assess a \$3.00 per article fee for journal photocopies. Additional fees for borrowed material may be charged by the lending library. Fees are payable when the item is picked up.
- C. A staff member will notify the patron when the requested item arrives. If the item is not picked up, it will be returned to the lending library by the due date; the patron's library card will be assessed a \$3.00 processing fee plus any fees charged by the lending library.
- D. Due dates are determined by the lending library. Renewals may be possible at the discretion of the lending library; please call the Marion Library with enough notice to allow staff to contact lending library with renewal requests.
- E. There will be a fine assessed at the rate of \$1.00 per day for overdue ILL materials.
- F. We cannot request microfilm, as we no longer offer a way to view film.
- G. We do not borrow media of any kind (books on CD, movies, etc.).

II. Lending

- A. We lend books requested by other libraries in accordance with statewide policies established by the State of Iowa Libraries Online (SILO).
- B. We do not loan any material that we have owned for fewer than six months.
- C. We do not loan media of any kind (books on CD, movies, etc.)
- D. In accordance with our ILL contracts, we do not charge other libraries for the use of our books. We reserve the right to charge for large quantities of photocopies.

Reviewed and approved by the Board of Trustees 11/10/08

Revised 11/9/09

Revised 11/8/10

Revised 5/9/11

Reviewed 10/10/11

Revised 10/8/12

Revised 10/14/13

Reviewed 10/13/14

Revised 9/14/15

Revised 6/13/16

S:\POLICIES\ 2.1 -- Interlibrary Loan.doc