

Policy 4.4 Inter-Library Loans

InterLibrary Loans

When a patron wishes to borrow material that is not part of the Kaskaska County Library collection, an Inter-Library Loan service (ILL) is used to obtain the desired materials from another Library. The service is provided following policies and procedures agreed upon by the cooperating Libraries.

Materials borrowed through ILL have a loan period that is determined by the lending Library, not the Kaskaska County Library, and items may be renewed at the discretion of the lending Library. Loss of ILL materials or habitual failure to return ILL materials on time will result in a loss of the privilege, in order to preserve this service for other Library patrons. Cost of an ILL item will be based on the lending Library's replacement cost.

Delivery dates for Inter-Library Loans cannot be guaranteed to a patron.

Inter-Library Loan requests will not be made for:

- Patrons who do not have a Kaskaska County Library card
- Patrons with fines and fees totaling \$6 or more
- Items the Library owns
- New items (items the lending Library has owned for less than six months)
- Textbooks

When the interLibrary loan material is available for the patron who has placed the request, the Library will notify the patron via phone, mail, or e-mail. The date of the message will be noted and the material will be held until one week before the due date.

Approved: FEB 25 2020



Cash Cook, Board Secretary