

## **Policy on Interlibrary Loans**

Interlibrary loan (ILL) is a transaction by which a library can borrow library materials from other libraries. This is done for titles that are not owned by the home library.

### Conditions of service

The Chambers County Library System provides interlibrary loan services free of charge to patrons in good standing. Patrons must have a valid Chambers County Library System card for 1 month before using this service.

The loan period for interlibrary loan items is 2 weeks, unless the lending library requests that the materials be returned sooner. The library system will deliver the ILL to the branch library, and the patron will be notified that the item has arrived. The ILL will be held for 3 days after notification, then it will be returned to the lending library. Failure to pick up items ordered through interlibrary loan can result in eventual suspension of interlibrary loan privileges. Failure to pick up 3 separate ILL requests will result in a 1 month suspension of ILL privileges.

The Chambers County Library System follows the principles endorsed in the ALA Interlibrary Loan code, the Texas State Library TexNet guidelines, US Copyright Law and US Commission on New Technological Uses of Copyrighted works (CONTU) guidelines, and federal and state laws governing confidentiality of records.

### Renewals of items

Items from outside the Chambers County Library System can be requested for a renewal by contacting the library staff. Only 2 renewals will be allowed on Interlibrary Loan items pending approval from the lending library.

### Types of materials borrowed and lent

The Chambers County Library System is able to provide interlibrary loans on most books and many items in other media, but there are exceptions:

1. Materials that have been published within the calendar year;
2. Materials in high demand;
3. Materials that do not circulate (Reference, genealogical materials, etc.);
4. Materials limited by licensing agreements; and,
5. Equipment

The availability of interlibrary loan materials depends upon the willingness of other libraries to lend materials. It is not guaranteed. Notices of refusals to loan are provided to the patron.

## How to request an Interlibrary Loan

Patrons are limited to have out 3 Interlibrary Loan items at a time. A patron may request interlibrary loan service at the reference desk, by phone, email, or request a book through Texas Navigator from our website. To request a book through interlibrary loan, the patron should provide the author, the title, and if possible, ISBN or the year of publication. To request a journal article, the patron should provide the journal title, date of publication, page number of the article, author and title. Requests for photocopies must comply with US copyright law.

## Lost Interlibrary loan materials

If an item received through interlibrary loan is lost or damaged, the patron is responsible for all overdue fines, the cost of the item, any processing fee charged by the lending library. When materials are lost or returned late, the borrowing privileges of both the patron and the Chambers County Library System are jeopardized. Items more than 3 weeks overdue will be sent a letter for the cost of the item, plus a \$5 non-refundable processing fee. Patrons will also be responsible for any processing fees associated with the lending library. If the material(s) are returned in good condition, the item cost will be removed.

There will be a \$3 processing fee if the book strap is not returned with the book. Book straps contain important documentation that is needed to process and return ILL materials to the lending libraries.

## **Reserves and Intralibrary Loans (Branch-to-Branch Loan)**

Reserves are placed at the branches by staff members or by patrons using the online catalog through the library's website. Reserve reports are run weekly, and books are pulled from the owning branch and delivered branch-to-branch. Once the items are found, the reserve information is placed in the book and charged to the branch. At the branch, the staff members contact the patron. When the item is returned, it is charged back to the home branch and returned via regular delivery. Loan periods for reserves are the same as for all library system items, and renewals are allowed.

**Approved by the Chambers County Library Advisory Board**

**August, 2013**

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