

Interlibrary Loan Policy
East Grand Forks Campbell Library
Updated October 27, 2015

I. DEFINITION

Interlibrary Loan is a transaction in which the East Grand Forks Campbell Library (EGFCL) borrows materials directly from another library on behalf of a patron or another library borrows materials from the EGFCL on behalf of its patrons.

II. BORROWING

A. Users

1. All current EGFCL cardholders with accounts in good standing may request specific material through Interlibrary Loan.
2. All borrowing privileges, including Interlibrary Loan, of patrons who accumulate overdue fines of \$10.00 or more are suspended until sufficient payments are made to reduce the balance.
3. Failure to return Interlibrary Loan items on time may result in the suspension of library borrowing services.
4. Fee of \$3.00 per filled request.

B. What Can Be Borrowed

1. Books, articles and photocopies from materials may be requested.
2. Some requests may not be filled due to high demand, copyright restrictions, inability to locate or rarity of item.
3. A patron may have no more than three (3) items on request at any given time.
4. Materials that will not be requested include items owned by the Library or electronic full-text information available to the Library.
5. The library will generally not seek loans of materials that have been published within the last six (6) months.

D. Conditions of Use

EGFCL will strictly adhere to conditions set by the lending library for the use of their materials. In rare cases, this will require that loaned materials will be used in the library and not checked out for use outside EGFCL.

F. Overdue and Lost Materials

1. Charges for lost or damaged materials, as well as overdue charges for Interlibrary Loan items are the responsibility of the borrower per the lending Library's regulations.
2. These charges will be reflected on the patron's Library account and may impact his/her

borrowing privileges.

III. LENDING

A. Users

1. Other libraries may submit requests for lending which will be evaluated on a case-by-case basis.
2. All individuals not holding a current EGFCL card who wish to borrow an item from our collection must initiate their request through another library as an Interlibrary Loan request.

B. What Can Be Lent

1. The Library endeavors to make available the broadest range of materials for Interlibrary Loan with the following exceptions: reference materials, E-materials, audio-visual and materials less than one year old.
2. The Library also reserves the right to refuse to lend materials (such as local histories, rare materials or other items as determined by staff) or to ask the borrowing library to restrict use of materials lent.
3. If an item cannot be lent, the patron can request photocopies be made, subject to Copyright restrictions and staff time limitations.
4. The Library will not provide loans to other libraries if local patrons have hold requests for those items.