

BARTLESVILLE PUBLIC LIBRARY **INTERLIBRARY LOAN (ILL) POLICY**

DEFINITION:

The Bartlesville Public Library (BPL) participates in a cooperative library service known as Interlibrary Loan. Interlibrary Loan (ILL) is a service whereby eligible library borrowers may place requests for material not currently housed in the Bartlesville Public Library Collection, which may be available from a cooperating library or library system elsewhere. The library subscribes to the American Library Association Interlibrary Loan Code, appended to this policy.

A. ELIGIBLE LIBRARY BORROWERS -

1. Must be a current BPL Cardholder in good standing. Library cards with outstanding balances of \$10.00 or more will be blocked.

B. REQUESTS AND RETURNS -

1. Borrowers must complete an Interlibrary Loan Request Form obtained from the Reference Desk.
2. Telephone and email requests are accepted with a completed ILL Request Form.
3. All Interlibrary Loan Materials must be returned to the Reference Desk.

C. FREQUENCY OF REQUESTS -

Due to the volume of requests, BPL reserves the right to limit the number of all active requests to five (5) at once per individual.

D. RENEWALS -

Interlibrary Loaned materials may be renewed by permission of the lending library.

E. FINES, LOST/DAMAGED MATERIAL, AND PROCESSING FEES -

1. A borrower who fails to return Interlibrary Loan material(s) will be charged the cost of the unreturned item(s) plus any fees charged by the lending library.

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2. If ILL materials are returned damaged, the borrower will be responsible for any fees charged by the lending library.

F. LOSS OF BORROWING PRIVILEGES -

1. Any borrower who fails to return Interlibrary Loan material after receiving an overdue notice will have his/her library borrowing privileges suspended until the account is cleared.
2. The library will reinstate borrowing privileges when library material(s) are returned and full payment is made for outstanding charges.

G. TYPES OF REQUESTS -

1. BPL will make all necessary efforts to provide the requested material for the library user. The library sets few limits on the type of material that may be requested through Interlibrary Loan, however, the lending library may have its own policies.

H. FEES -

1. Any fees for Interlibrary Loan Materials from lending institutions will be passed on to the borrower.