

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

DEFINITION:

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. Requesting borrowers must present a current BPL card and a completed ILL Form obtained from library staff. A \$3.00 return postage fee will be charged at the time of pickup.
2. Telephone requests will not be accepted, but email requests with a completed ILL Request Form attached are acceptable.
3. All ILL materials must be returned to library staff.

C. FREQUENCY OF REQUESTS

1. Due to the volume of requests, BPL reserves the right to limit the number of all active requests to three (3) at once per individual.

D. RENEWALS

1. 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 ILL material(s) will be charged the cost of the unreturned item(s), plus any fees charged by the lending library.
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 ILL material after receiving an overdue notice will have their library borrowing privileges suspended until the account is cleared.
2. BPL 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 to the library user. The library sets few limits on the type of material that may be requested through ILL, however, library users must also adhere to the policies of the lending library.

H. FEES

1. Any fees for ILL materials will be paid by the borrower.