

Interlibrary Loan Policy

The Iowa Falls Public Library recognizes the importance of interlibrary loan and networking to provide materials of special interest to supplement the local collection. The cost of interlibrary loan will be paid by the public library as long as it is within reason. Patrons are required to pay a nominal fee to help cover postage costs. Patrons may be asked to pay the cost of borrowing some specialized materials such as microfilm when the lending institution charges fees *over and above* the cost of postage.

Patron will pay cost of ILL either prior to ordering or when picking up material. If patron decides later they do not want the material, or they never pick up material (staff will make 3 attempts to contact patron about ILL), they will still be charged ILL fee. **This fee will be attached to patron library record and account will be blocked from checking out materials until ILL fee is paid.**

The library does not limit the types of materials that may be borrowed, however some types of materials may not be available, such as audio and video formats and genealogy materials. If interlibrary loan protocols prohibit the lending of certain materials the patron will be notified that the items requested are not available.

There are no fines for overdue interlibrary loans, however, the patron is responsible for interlibrary loan materials and the replacement cost as determined by the lending library if materials are lost or damaged.

The due date and availability of renewals is determined by the lending library.

If there is a special need for multiple items, the patron will be responsible for the cost of return postage.

The library uses SILO through the State Library for obtaining library materials. If there is a special need for materials available in an out-of-state library or institution, staff will try the SILO system first before going out-of-state. In addition, the patron needs to have a letter from the lending library stating that they will lend the materials requested.

Approved by Library Board of Trustees Oct., 2006, revised Dec. 7, 2009