

## **Interlibrary Loan Policy**

1. An interlibrary loan is a transaction in which library materials or a copy of the material, not owned by the Morton-James Public Library may be borrowed from another library upon request.
2. Interlibrary loan will be available to any member with a library account that has no problems or fines over \$5.00.
3. Morton-James Public Library does not charge for interlibrary loan service. However, members are responsible for the return postage. Postage is to be paid when the materials are checked out.
  - a. Once materials have been shipped, a request cannot be terminated. The member is still responsible for the return postage.
  - b. If a member fails to pick up an interlibrary loan request, the return postage will be assessed to their library account.
  - c. Lending periods are determined by the lending library's policies not Morton-James Public Library.
  - d. Overdue fines will be assessed if the due date is missed.
  - e. If materials are damaged, the lending library will assess a damage charge based on their policies.
4. Morton-James Public Library will loan materials to other libraries through the interlibrary loan system. A reasonable request for copies is allowed based on the copyright law (Title 17, U.S. CODE) for interlibrary loan services.
  - a. These materials will not be available for loan; reserve books, documents, genealogy or history materials, microfilm or periodicals.
  - b. Ten (10) pages of print material will be copied for free with an additional charge of 10 cents per page.
  - c. Loan periods are for four (4) weeks with one four (4) week renewal.
  - d. Overdue charges will not be assessed to a borrowing library. However, damage charges will be assessed.

Amended February 19, 2020