

IDAHO FALLS PUBLIC LIBRARY INTERLIBRARY LOAN POLICY

PURPOSE

Interlibrary loan is a service that allows patrons to obtain materials currently not available in the Idaho Falls Public Library (IFPL).

GUIDELINES FOR BORROWING

Interlibrary loan is a privilege, not a right. Continued disregard of any provision of this policy or abuse of the process will result in loss of that privilege.

Any patron in good standing may borrow materials through the Interlibrary Loan service. Patrons are allowed to borrow up to 26 items per year. Additional loans may be requested by paying an additional Interlibrary Loan fee of ten dollars (\$10.00) per item requested.

Guidelines for borrowing materials may be changed as needed to ensure smooth operation and cost control. Setting guidelines will be the responsibility of the library director.

The duration of all loans is two (2) weeks.

Overdue fines will be charged at the regular rate.

Costs for damaged or lost books (as determined by lending library or after 20 days overdue) will be charged to the requesting patron.

GUIDELINES FOR LOANING TO OTHER LIBRARIES

1. All circulating IFPL print material will be available for loan. Items may be exempted from loan as determined by the director considering the physical condition, local demand for the item, or any other applicable local restrictions.
2. Photocopies of up to 30 pages and/or fax requests of up to 15 pages of non-circulating material will be made at the regular charge for copies.
3. If damage or loss occurs, the library borrowing the material from the IFPL must meet all costs of repair or replacement.
4. Libraries borrowing material from IFPL must comply with the conditions of loan. The borrowing library must ensure a borrowed item is returned on or before the due date and must promptly return any item that is recalled by IFPL. In-house use only, no copying, and other special provisions must be honored.