

## Title: Inter-Library Loan Policy

Effective Date: 2/1/21

Authorized By: Library Board of Trustees

Date of Last Revision: 3/20/2024

Inter-library loan is a program established to lend and borrow materials from libraries outside of our system for patron use. This service is always provided free of charge.

We abide by all of the rules and procedures established by the Indiana State Library governing resource sharing.

### **Borrowing**

- All registered patrons will be eligible to request inter-library loan except, reciprocal patrons and PLAC card holders.
- Patrons must be in good standing according to the library's Material Loan Policy.
- Items will not be requested out of state.
- We will not borrow an item if a fee is charged for borrowing or processing.
- All loans are subject to availability at the lending library. HCTPL cannot guarantee the availability of any materials.
- The length of the loan is determined by the lending library.
- Renewal will be contingent on the approval of the lending library.
- The following items will not be borrowed.
  - Anything that is owned by, or on order for, HCTPL
  - Anything published in the past 6 months
  - Materials valued over \$200
- Any item published in the past year will first be considered for addition to the library's collection before an inter-library loan request is made.
- Patrons will be limited to 5 Inter-library loan checkouts at one time. Temporary patrons will be limited to 1 checkout at one time.

### **Fines and Charges**

- Any items that are not returned 35 days after the due date will be considered lost and the patron will be charged a minimum fee of \$25. The patron will also be responsible for any charges that HCTPL pays to the lending library greater than \$25.
- Charges from the lending library for damage or missing pieces will be charged to the patron in full.

### **Lending**

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- We will lend most items in our collection to other Indiana libraries. We reserve the right to not lend any item for any reason. Common exceptions are:
  - Reference materials
  - Keefer Center materials
  - Print periodicals
  - Mobile internet hotspots
  - Items from the Library of Things collection
  - Artwork
  - Anything with a “new” status
  - Anything that has holds for HCTPL patrons
- Materials that are not returned from another library will be charged the full replacement price 35 days after the due date. Replacement copies will not be accepted in lieu of payment.
- The borrowing library is responsible for items in transit. Full replacement price may be charged for any items damaged during shipment.