


<b>POL- LIB-2017-11</b>	<b>Issue No: 1.0</b>	<b>April 27, 2017</b>
Prepared By: <b>Bonnie Hobbs</b>	Page 1 of 3	Approved By: 
<b>INTERLIBRARY LOAN POLICY</b>		


## **PURPOSE**

The mission of Thomas Branigan Memorial Library (TBML) is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. The Interlibrary Loan (ILL) service provides patrons access to materials not owned by our institution (referred to as "borrowing"). TBML also shares our collections with other libraries (referred to as "lending").

## **POLICY**

### **Borrowing Items:**

1. Interlibrary Loan materials may be requested by anyone with a TBML library card in good standing. The standard is no fines/fees above \$5.00 and no monetary or communication blocks on the card.
2. ILL staff will accept 5 Interlibrary loan requests at a time.
3. Items will be requested from free libraries, not from libraries that charge a fee.
4. Some requests may not be filled due to high demand, copyright restrictions, inability to locate, or rarity of item.
5. Materials that will not be requested include items owned by the library and temporarily in use.
6. Patrons will be notified by telephone, email or mail when their items arrive at the library. The item(s) should be picked up within ten working days.
7. All restrictions from lending libraries will be honoured. Restrictions in rare cases may require that loaned materials be used in the library.
8. Renewals for borrowed Interlibrary Loan materials are at the discretion of the lending library. Staff cannot guarantee that the lending library will agree to any renewal request.
9. Any charges incurred from the lending library will be passed on to the patron. Charges can include but are not limited to fees for lost or damaged items, processing and overdue charges. Every effort will be made to notify patrons in advance of any associated costs.
10. Cost for overdue and/or lost materials is at the discretion of the lending library, plus a \$10.00 processing fee.
11. A due date established by the lending library will be assigned when the patron picks up the item.
12. Patrons will return materials to the circulation desk. Failure to return Interlibrary Loan items on time may result in the suspension of ILL services for the patron.
13. Certain materials cannot not be borrowed via ILL
  - a. Materials the library owns that are temporarily checked out will not be requested.
  - b. Titles published within the last 12 months.
  - c. Media (DVDs, CDs, audiobooks).
  - d. Reference books.
  - e. Rare or archival items.

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14. New borrower card holders will not be allowed to borrow items for the first three months.


**Lending Items:**

1. "Interlibrary lending" makes materials available to other libraries and institutions.
2. Items must be requested through another library or institution as we cannot supply materials directly to individuals.
3. Renewal of materials will be allowed on a case-by-case basis.
4. Loan period for materials is 6 weeks with 1 renewal if no holds on the item.
5. Photocopies requested will be subject to copyright and staff time limitations.
6. Thomas Branigan Memorial Library will charge the borrowing library for materials that are overdue, damaged, stolen or lost on Interlibrary Loan. The borrowing library will be responsible for borrowed materials.
7. Items not available through Interlibrary Lending
  - a. Titles published within the last 12 months or designated as "New" by TBML
  - b. Media (DVDs, CDs, audiobooks)
  - c. Reference material
  - d. Genealogy
  - e. Microform or other non-circulating materials
  - f. Rare or archival items

**INFORMATION:** Thomas Branigan Memorial Library may charge in the future for lending materials.

<b>UPDATES</b>		
<b>ISSUE</b>	<b>PAGE</b>	<b>DETAILS</b>
<b>1.0</b>		<b>Policy Creation</b>

<b>PEER REVIEW</b>	
Title: Library Administrator Renee Payne Frankel	Title: Library Manager Catherine Christmann
Title: Library Manager Bonnie Hobbs	Title: Library Supervisor Elise Vidal
Title: Library Advisory Board, President Ellen Roberts Young	Title: Library Advisory Board, Vice President Jose Aranda
Title: Library Advisory Board, Secretary Susan Pinkerton	Title: Library Advisory Board, Friends Liaison Susan Fletcher

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Title: Library Advisory Board, Member Sue Patterson	Title: Library Advisory Board, Member Sharon Shoemaker
Title: Library Advisory Board, Member Elsie Ramirez	Title: Library Administrative Assistant Dan Carrillo
Title: Library Assistant Senior Maria "Isabel" Gomez	Title: Library Assistant Senior Denise Geddes
Title: Library Assistant Denise Espinoza	