

Patron Interlibrary Loan Policy

Patrons may submit up to three (3) interlibrary loan requests at a time if their Audrey Pack Memorial library card is in good standing and have been a cardholder for at least 60 days. There is no charge for this service at this time; the library reserves the right to charge a user fee or cancel this service at any time.

As ILL items are returned by the patron, additional interlibrary loan requests may be placed.

Interlibrary loan services are for items **not owned** by Audrey Pack Memorial Library. However, if an item in our collection is marked 'Lost' or is overdue more than 30 days and there is no plan to purchase a replacement, we can request it from another library.

If we own an item but not in the desired format, you can request it through ILL. For example, if you need a book in Large Print and we don't own it in that format, ILL can try to get it for you.

E-books, e-audiobooks, or computer software are not eligible to borrow through ILL.

Recent editions of textbooks are not eligible for ILL. It may be possible to borrow older editions. However, you must abide by the loan period specified by the lending library (usually 3-5 weeks). Textbooks cannot be borrowed for entire semesters.

Items must be at least six (6) months old before we can request them from other libraries. You may suggest a purchase of new items for the collection; you may send suggestions to jointhepack1@yahoo.com.

Patrons with an educator's card may borrow a maximum of 25 books, requests must be in support of classroom instruction and/or curriculum.

Patrons who have a temporary address may request one (1) ILL at a time for in-library use only, and no audiovisual items will be loaned. A valid form of contact must be provided (not the shelter phone number).

Patrons will be notified by phone or email to pick up requested items. Items not picked up within 10 days of notification will be returned to lending library. It is the patron's responsibility to update contact information.

Each item will be checked out for a 28-day period (barring other restrictions by the lender). If the item is not returned on time, the patron will not be allowed to request a new ILL item for 30 days. Upon the third offense, the patron will not be allowed to make a request for one (1) year.

Renewal requests must be made 2-3 days before due date; renewals are at the discretion of the lending library. The lending library reserves that right to recall the borrowed item at any time.

Patron abuse of interlibrary dues dates, accepted conditions on loans or damage to ILL will result in the suspension of a patron's ILL loan privileges.

If loss of an interlibrary items occurs, a replacement cost including a service fee will be charged. The lending library reserves the right to assess additional fees and fines for lost item. Payment in full is required to unblock the patron's Audrey Pack Memorial Library account, ILL privileges will be suspended for 90 days.

Refunds are not given for lost ILL items that have been found and paid for; patrons should make every effort to return ILL items by their due date to avoid any late fines or fees.

Approved: June 11, 2024