

## Madrid Public Library Interlibrary Loan Policy (iLL)

The Madrid Public Library supplements its collection with an interlibrary loan service that enables the library to borrow materials from other libraries. Through this service, the library enhances and extends the materials available to its customers and the community. The library will follow the terms of agreement set by the State Library of Iowa.

### Borrowing:

A patron of Madrid or of rural Madrid are eligible for iLL service as long as they have a library card. Open Access patrons must use their home library for interlibrary loans.

Interlibrary loan requests can be made in person, by phone or by email to the library director or library staff. A form must be filled out before any item is requested.

A maximum of three active interlibrary loan requests are allowed. Active requests are materials being searched for and those on loan.

Interlibrary loan requests are not accepted for materials published within the last six months or for materials owned by the library. Requests are accepted if materials owned by the library are lost or are more than three months overdue. Some items are not available through interlibrary loan: magazines, pamphlets, textbooks, old, rare or valuable items and reference materials.

A 50¢ fee is charged for each interlibrary loan request filled to help with postage costs. The fee may be waived at the discretion of the library director. The fee is due when the patron picks up the requested interlibrary loan material. Patrons will be responsible for any interlibrary loan materials in their possession. If the item is lost or damaged, the patron will be charged the replacement cost for the item as per the lending library's request.

Notification is made when interlibrary loan requests are filled or if interlibrary loan requests are unavailable.

Loan periods and renewals are at the discretion of the lending library.

Interlibrary loan materials must be returned to the Madrid Public Library, not to the lending library.

A patron must wait one month to re-request a specific title through interlibrary loan.

Interlibrary loan privileges may be suspended if:

- a patron habitually requests titles and does not pick them up;
- materials are misused/damaged; or
- materials are returned late
- if outstanding fines and fees exceed \$10.00

Lending:

The Madrid Public Library will loan materials through Interlibrary Loan to participating libraries, when materials are available.

Materials loaned through Interlibrary Loan will be loaned for a period of four (4) weeks.

Renewal of materials may be requested by borrowing libraries. Approval of renewal is dependent upon the popularity of the material and any reserves or holds currently placed on the item.

The Madrid Public Library, along with most other libraries, will not lend books published within the last six (6) months, reference volumes, magazines, materials housed in special collections (i.e. rare, archival, local history, genealogy), and fragile or bulky items.

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