

Interlibrary Loan Guidelines

Borrowing Rules

Materials not available at Marion Public Library may be requested from another library through interlibrary loan (ILL). Borrowers requesting ILL must have a valid MPL card. Anyone holding a current MPL card is eligible for the service, provided the requester has no outstanding fines, fees, damages, lost materials, overdue materials, other charges, or have abused ILL in the past.

Patrons will be notified when material arrives at MPL. All interlibrary loan material must be picked up and returned to the Reference Desk. Patron must supply library card when picking up material. The pink interlibrary loan band must remain on material at all times. If the patron has not picked up the material within one week, MPL will notify patron a second time. If the material is not picked up within a reasonable time, material will be returned to the lending library.

Materials requested through ILL are subject to the American Library Association Interlibrary Loan Code. Those materials that will not be requested are:

- Items in recurring demand at MPL
- More than 5 requests per patron at one time
- Duplicates of items already owned unless MPL's copy is missing or damaged. An exception to this rule may be made when requesting multiple copies for book discussions.
- Recent items released within the past 6 months.
- Non-circulating books.
- Complete magazines.

MPL will be responsible for compliance with the Copyright Law (Title 17, U.S. Code) and will indicate that requests conform to the Copyright Law or the Copyright Guidelines. Records will be maintained for all photocopies received through ILL and shall be retained for 3 calendar years. Records will be maintained for all interlibrary loan requests for 3 calendar years.

The library will honor all limits placed by the lending library and will be ultimately responsible for the safety of all items loans. The patron will pay all charges made by the lending library. The patron is liable for lost, damaged, and overdue materials, as determined by the lending library. Also, MPL will charge its normal overdue fee for any ILL book not returned by the specified due date.

Lending rules

MPL will loan circulating materials to other libraries at their request, but will refrain from loaning those items restricted by the American Library Association Interlibrary Loan Code. Other items not loaned include rare and valuable materials, bulky or fragile items, material in demand at MPL, and reference items. The library reserves the right to make judgments on a case-by-case basis.

The library will honor MPL patron requests first. ILL requests will be given secondary considerations. Most materials will be loaned free of charge. Loan period is 6 weeks. Renewals will be granted in accordance with the

current circulation policies. Overdue fees will be charged in accordance with current circulation policies. Replacement costs will be charged for lost or damaged material.

MPL will photocopy the first 10 pages free; 10 cents a page may be charged for further copies. MPL follows the Copyright Law (Title 17, U.S. Code).

Materials may be shipped by InfoExpress in InfoExpress bags or packing boxes. Materials also may be shipped by U.S. Postal Service in bubble mailers (Jiffy Bags) or packing boxes at Library rate. Borrowing libraries are requested to pack fragile items securely. DVDs, videos, and CDs should be shipped in bubble mailers or packing boxes or bubble bags.

Responsibility for the safety of the borrowed material rests with the borrowing library from the time the material leaves MPL until the material returns to MPL. MPL reserves the right to recall our material at any time, at our discretion.

MPL reserves the right to judge individual situation on a case-by-case basis.