



## Interlibrary Loan Policy

*Revised 8/8/2006*

*Revised 10/11/2016*

*Revised 1/22/2019*

### Borrower's Guidelines

People who have library accounts and are borrowers in good standing may use the Library's interlibrary loan services to borrow books not part of the Library's collection. If a requested item is available from another institution participating in the statewide courier service, no fees will be required. If the item can be found by a non-participating institution, the requesting patron is responsible for a \$1.00 per item handling fee or the cost of one way postage, whichever cost is greater. Due dates are set by the lending institution. Some libraries allow material to be renewed, others do not.

If materials are not returned, the Library patron is responsible for all fines and processing fees. The Library patron's account will be blocked until the fines and fees are paid for in full. If materials are requested and not picked up, the Library patron will be assessed one way postage charges and the Library reserves the right to deny future interlibrary loan requests.

Patrons may request as many items as they need, but can only take five out of the Library at a time.

Some lending libraries place restrictions on check out, such as restricting materials to be used in the library only. These additional restrictions must be agreed to before an item will be requested by the Library.

### Lending Guidelines

Not all items that the Bullitt County Public Library owns are eligible to be sent to other libraries via interlibrary loan. Books published within the last year or on the new book or rotating shelves are not permitted to be interlibrary loaned. Additionally, no reference or genealogy collection materials will be available through interlibrary loan.

Only materials that are readily available will be sent.

Books will check out for a 21 day loan period. One 21 day renewal period may be granted upon request, depending on local demand for the material.

Lending institutions are responsible for the return of materials and collecting any fines or lost book charges from the person requesting the book. Books that are loaned to other libraries and lost, will be assessed a processing fee of \$5.00 in addition to the price of the book.