

Joe Barnhart Bee County Library
Inter-library Loan (ILL) Policy
Revised 10/20/2005

Inter-library loan (ILL) is a valuable resource to the community, and serves as an extension of the library's service. Materials of interest that are not included in the collection may be obtained for the patron by request. The library staff identifies the materials, and submits the request to several libraries, which may then elect to provide the material. These items are shipped to the library by mail, free of charge. However, the library must pay the return postage (book rate). Due to the costs involved, limits of use must be defined.

In this reciprocal agreement, the Joe Barnhart-Bee County Library provides requested items to other libraries. Materials on hold for local patrons, recent arrivals, and items earmarked for programs, reference, audio-visual, and special collection materials will not be approved for lending to other libraries.

Request forms are located at the Circulation Desk (lower floor) and the Reference Desk (upper floor).

- ILL requests may not be processed from patrons with outstanding fines.
- No more than three requests per patron will be processed free of charge without approval of the Public Services Librarian or Library Director.
- Audio-Video materials may not be requested, with exception of Audio Books and instructional materials.
- Library staff will place telephone calls to the contact number provided on the request form. Connection with an individual or answering machine will serve as a legitimate notification.
- A postcard will be mailed if we don't have a response by phone, machine, or person is hearing impaired.
- ILL materials must be picked-up within one week of due date; or materials will be returned.
- Patrons who fail to pick up a book, will be subject to the following provisions:
 1. Patrons will receive a verbal notification, and be given an ILL policy
 2. After a second failure to pick up ILL request, the patron will no longer be able to use the ILL free of charge. A \$5.00 processing fee for each item must be paid prior of ordering.
- Late fees corresponding to in-house circulating items will be applied
- Excessive late fees (exceeding \$5.00) and loss of item(s) will result in suspension of ILL privileges.