

# INTERLIBRARY LOAN POLICIES

## PURPOSE

As society becomes more complex, information needs continue to increase. The information explosion of the last several decades has made it impossible for every library to own all of the materials which its users may need. Therefore, there exists a large interlibrary loan (ILL) network to facilitate the sharing of materials between libraries. The official policies of the ILL department at Bozeman Public Library (BPL) are outlined below.

## INTERLIBRARY LOAN – BORROWING MATERIALS REQUESTED FROM OTHER LIBRARIES

### Eligibility

- ILL service is available to anyone who is a current BPL library cardholder in good standing.
- Fines greater than \$10 and other delinquencies on a patron account must be cleared before requests can be processed.

### Policies and Procedures

- Patrons participating in the ILL program must abide by all of BPL's policies and procedures.
- Patrons may request their ILL material at the Information Desk, on the phone or online.
- Patrons may order up to a maximum of five (5) items per month free of charge.
- Patrons must use their library card to check out ILL items. Patrons must pick up ILL material at BPL's Information Desk. Patrons can return ILL material either at BPL's Information Desk or via the book drop.
- The lending library determines the due dates for ILL borrowed materials. Patrons may request renewals until two days before the due date unless the lending library has specified no renewals.
- No renewals are allowed for overdue ILL materials.
- Patrons may ask for only one renewal for each ILL item.
- BPL cannot guarantee that renewal requests will be granted.
- Some materials are difficult to obtain through ILL. Because of this, BPL encourages patrons to try to obtain these materials through other channels. These include materials published less than one year previous; issues of magazines; large, fragile or bulky materials that would be difficult to mail; books classified as reference or restricted by lending libraries; and audio-visual materials.
- Most libraries will supply scanned digital images of specified pages of non-circulating materials.

- Materials may be removed from BPL unless the lending library specifies “In Library Use Only.”

### Fees, Fines, and Penalties

BPL does not charge patrons a processing fee for ILL requests unless the following circumstances occur:

- Charges levied by lending libraries will be passed on to the patron. In instances when a lending library charges for ILL materials, BPL staff will contact the patron, prior to completing the order with the lending library, to receive approval for payment of the fee. Patrons are responsible for paying the fee in full at the time of check out.
- Patrons requesting more than the initial 5 per items month, will be responsible for a \$5.00 per item postage fee.
- A fine of \$1.00 per item per day with no grace period (up to \$10) will be levied if the ILL material is overdue.
- Lost or damaged ILL materials must be paid for according to the policies and rates set by the lending library.
- BPL will suspend ILL service to a patron for twelve (12) months if a patron requests ILL materials but does not pick up the ILL twice within a twelve (12) month period.

### INTERLIBRARY LOAN – LENDING BPL MATERIALS TO OTHER LIBRARIES

#### Policies and Procedures

- BPL’s ILL service will be free to all libraries.
  - Scanned digital images are available free of charge.
  - The borrowing library will not be charged for postage.
  - The borrowing library will not be charged for overdue materials.
- BPL will accept ILL requests from any library through OCLC. However, at BPL’s discretion, some constraints may be placed on material that is lent.
  - Materials that are rare or fragile, hard to ship, or in high demand at BPL will not be lent.
  - Reference books, all audio-visual materials, books published within the last year, magazines, and special collections will not be lent.
  - If possible, scanned digital images will be provided in lieu of restricted materials.
- Checkout period is 5 weeks.
  - One renewal is allowed following approval by ILL staff.
  - Materials more than one month overdue will be considered lost and a bill for the cost of replacement will be sent to the borrowing library.
  - The borrowing library will be charged for materials returned damaged.

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