

ANDERSON PUBLIC LIBRARY

INTERLIBRARY LOAN BORROWER'S POLICY

Interlibrary Loan is a service offered to Anderson Public Library cardholders that provides access to the resources of many libraries across the United States. Interlibrary Loan services are a means of greatly expanding the range of library materials available to customers without allocating large sums of limited book funds for seldom-requested items. Interlibrary Loan materials are those items for which the customer has a particular need for a limited time, as most borrowing time extended by lending libraries is usually short. The library endorses the principles relating to Interlibrary Loan included in the Indiana Library Resource Sharing Policy, the ALA Interlibrary Loan Code, the U.S. Copyright Law and U.S. Commission on New Technological Uses of Copyrighted Works Guidelines, and federal and state laws governing confidentiality of records.

What May Be Borrowed

Most books, specific articles from periodicals, government documents, pamphlets, dissertations, and microfilms. Note: customers requesting articles agree to pay any charges associated with the request. Most articles are free, but there may be a small fee for some. The amount is determined by the lending library.

What May Not Be Borrowed

Best sellers, books released in the last 6 months, audiovisual materials, titles that Anderson Public Library owns or has ordered but that are not currently on the shelves, genealogy books from the Indiana Room.

Who May Use Interlibrary Loan

Any Anderson Public Library cardholder in good standing may make an Interlibrary Loan request. PLAC card borrowers must request Interlibrary Loans from their home library. Anderson University student cardholders must use the services of the university library.

How to Make an Interlibrary Loan Request

Customers may request Interlibrary Loan items in person at the Information Services Desk, by telephone, email, or live chat. Customers may also request Interlibrary Loan items by filling out the online Interlibrary Loan request form. Requests may also be made through Children's Services and the Lapel Branch. The Indiana Room will take requests for microfilmed historical documents. Customers must present a valid Anderson Public Library card when making Interlibrary Loan requests in person or bar code information if making requests via telephone, email, or live chat. The customer must not owe more than \$2.00 in fees. The customer's name, address, and telephone number are necessary to process the request. The author and title of a requested book is needed if possible. For requested periodicals, the title, volume number, date, page numbers, author, and title of the article are needed.

Waiting Time for Materials

It usually takes two to three weeks or more for an Interlibrary Loan request to be processed and received. Customers will be notified when the item has arrived. Materials will be held for eight days. After eight days the materials will be returned to the lending library and a \$1.00 fee will be assessed for each item not picked up.

Interlibrary Loan Cost to the Customer

Interlibrary Loan is offered to customers at little or no charge. Prior to borrowing items from a library that charges fees to loan, Anderson Public Library will obtain the customer's consent to the charges.

Renewals

Length of borrowing time is generally three weeks. Renewals must be requested by contacting Information Services before the item is due. Renewals are determined by the lending library.

Overdue, Lost, or Damaged Items

Customers will be charged \$.25 per item per day for late Interlibrary Loan items. Items more than two weeks overdue are considered lost. Interlibrary Loan items are unconditionally the property of the lending library. Each item is carefully inspected when it is received from the lending library to determine its condition. Customers will be charged for items they damage or lose as assessed by the lending library. There is an additional \$3.00 non-refundable processing fee for Interlibrary Loan items that are lost or damaged.