



JOHNSON COUNTY
PUBLIC LIBRARY

INTERLIBRARY LOAN (ILL) POLICY

ILL PURPOSE

- ◆ To obtain material(s) not available at the Johnson County Public Library.

BORROWING POLICY

- ◆ Patrons must have a JCPL library card in good standing.
Good standing is defined as owing less than \$10.00 in outstanding fees and/or not blocked.
- ◆ Patrons are limited to five requests per week within the JCPL system and a maximum of ten ILL items checked out at one time.
- ◆ Patrons are responsible for fees incurred due to lost, overdue, or damaged items. Fees include standard JCPL fees, in addition to any fees assessed by the lending library.
- ◆ Patrons may request one renewal per item. Requests must be approved by the lending library. A renewal requested after the due date may generate late fees. Patrons are responsible for late fees.
- ◆ Patrons are responsible for lending or copying fees charged by the lending library. Patrons will be informed before a fee is assessed.
- ◆ Patrons who do not return items on time or in good condition are subject to loss of interlibrary loan privileges.
- ◆ Patrons will be assessed a \$1.00 fee for every ILL item not picked up by the due date.
- ◆ JCPL honors all conditions-of-use placed on materials by the lending library.
- ◆ ILL requests will not be placed for items available within JCPL.
- ◆ ILL requests will not be placed for items that were published within 6 months.
- ◆ ILL requests must reflect JCPL's Resource Access Policy guidelines.

ILL LENDING POLICY

- ◆ Materials are loaned for thirty days plus five days for transportation.
- ◆ A renewal may be requested for another thirty-five-day period. Renewals will not be granted if an item has existing holds.
- ◆ Materials will be loaned at the discretion of the librarian.
- ◆ JCPL does not lend materials designated new, historical room, microfilm, microfiche, software, or periodical.
- ◆ JCPL will charge a lending fee if the borrowing library charges a lending fee.
- ◆ The borrowing library is responsible for return postage. Borrowers outside the continental U.S. are responsible for all postage.
- ◆ If the borrowing library participates in the Indiana State Library subsidized statewide courier service, materials will be sent in that manner.
- ◆ Replacement costs and processing fees will be charged for lost or damaged items.
- ◆ Replacement costs will be refunded for items returned within thirty days of bill payment.
- ◆ Unpaid fees may result in suspension of borrowing privileges.