

INTERLIBRARY LOAN POLICY

POLICY

It is the policy of the Lewis & Clark Library Board of Trustees to lend and borrow materials to and from other libraries in a process called Interlibrary Loan.

PROCEDURE

Eligibility

- Interlibrary loan is available to any patron presenting a valid Lewis & Clark Library resident or non-resident card.
- Temporary card holders are not eligible for Interlibrary Loan services.
- Patrons in good standing may borrow up to ten items per month.

Interlibrary Loan (ILL) – Borrowing Materials from Other Libraries

Fees

- The Library does not charge patrons a processing fee for ILL requests except under the following circumstances:
- If a lending library charges a fee for the material, the Lewis & Clark Library patron will pay (upon receipt of the material) all charges.

Suspension of Privileges

- Failure to pick up or refusal of ILL materials requested may result in suspension of interlibrary loan borrowing privileges. Suspensions will be authorized by the Collections Management Librarian; or the Director.
- Continued disregard of any provision of this policy is sufficient reason for suspension of all borrowing privileges after prior warning.

Loan Periods

- Interlibrary loans will be checked out for the standard four week period in the Helena, Augusta, East Helena, and Lincoln branches and for four weeks on the Bookmobile, unless loan restrictions are made by the lending library. The check out period begins when the Lewis & Clark Library receives the ILL item. ILL materials may be renewed for four weeks when approved by the lending library.

Interlibrary Loan (ILL) – Lending to Other Libraries

The Lewis & Clark Library's ILL symbol is: MZI

Interlibrary loans will be accepted via the OCLC WorldCat/WorldShare Resource Sharing System. We also accept faxed, phoned and emailed requests.

The Lewis & Clark Library does not charge for loaning books. Photocopy services are available and free of charge. The borrowing library will not be charged for postage. The borrowing library will not be charged for overdue materials.

Items will be loaned for a period of four weeks Renewals are available when there are no existing patron holds. in-library-use only, upon approval by the Adult Services or Collection Management Librarian.

With the exception of current issues, all magazines will be loaned for the same period as books and audio-visual materials. Newspapers and microfilm are not loaned, however photocopies or prints with proper citations will be provided.

Renewal requests are made via WorldCat/WorldShare Resource Sharing (WRS). Interlibrary Loan staff will respond to these requests accordingly, checking their availability through the library's automated library system. Renewals are for an additional three weeks.

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