



Lewis & Clark Library Policies

INTERLIBRARY LOAN POLICY

The Lewis & Clark Library Board of Trustees recognizes that Interlibrary Loan (ILL) is a key service that supports the mission of the Lewis & Clark Library (LCL) by providing enhanced access to library materials and information. The purpose of ILL is to borrow, upon request by a patron, materials not available in the Library, and, by providing material owned by the Library to other libraries, to assist them in meeting their information needs.

The Library affirms that ILL is an enhancement to, not a substitute for, the Library's collection. When fulfilling local demand, the Library will exhaust its own collection before requesting items through ILL. Items in frequent or recurring demand will be considered for purchase.

Lewis & Clark Library endorses the principles relating to interlibrary loan, including those of the [Montana State Library](#), the [ALA Interlibrary Loan Code](#), the U.S. Copyright Law and U.S. Commission on New Technological Uses of Copyrighted Works (CONTU) Guidelines, and all federal and state laws governing confidentiality of records.

Eligibility

- Interlibrary loan is available to any patron presenting a valid Lewis & Clark Library card AND who either resides in Lewis and Clark County, or pays taxes in Lewis and Clark County. Out-of-County patrons are not eligible for ILL services.
- Limited use card holders and patrons who have a blocked account are not eligible for ILL services.
- Library staff will typically only request materials not owned by the Library. Under certain circumstances, Library staff will request items that are owned by the Library, including items in repair status, missing, or long overdue.

Interlibrary Loan – Fees for Borrowing Materials from other Libraries

The Library does not charge patrons a fee for ILL requests except under the following circumstances:

- If a lending library charges a fee for the material, the requesting Lewis & Clark Library patron will pay (upon receipt of the material) all charges. This charge will be pre-approved with the patron.
- If an LCL patron damages or loses an ILL item, the replacement cost is at the discretion of the institution that lent the material, not the Lewis & Clark Library, as the material

does not belong to LCL. The LCL patron will be responsible for all costs. LCL staff mark any damages noted on incoming ILL material, including water damage.

Suspension of Privileges

- Failure to pick up, or refusal of interlibrary loan materials requested, may result in suspension of ILL borrowing privileges. Suspensions will be authorized by the Collection & Technical Services Manager or the Library Director.
- Loss of or damages to ILL materials may result in suspension of ILL borrowing privileges, even in cases where lost or damaged materials are paid for by the patron.

Loan Periods

- ILLs will be checked out for the amount of time determined by the lending library. Renewals are at the discretion of the lending library.

Interlibrary Loan (ILL) – Lending to other Libraries

The Lewis & Clark Library does not charge for loaning items, postage, or overdue materials. The borrowing library will be charged a replacement fee if an LCL item is not returned within 30 days of the due date or if the item is returned damaged.

Items will be loaned for a period of four weeks. Renewals are available upon request if there are no existing patron holds

Some formats, including but not limited to digital content, newspapers and magazines, microfilm, video games, reference materials, Playaways, hotspots, laptops, Library of Things, and genealogy records are not loaned to other libraries.

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