

BARTHOLOMEW COUNTY PUBLIC LIBRARY

POLICY FOR INTERLIBRARY LOAN

Borrowing From Another Library

- A. An interlibrary loan request may be placed by any of these methods:
1. In person at the Adult Reference or Children's Desk at the Main Library or from the Hope Branch Library.
 2. By telephone to the Main Library or Hope Branch.
 3. Via the Interlibrary Loan link from the library home page www.barth.lib.in.us
 4. By email to reference@barth.lib.in.us.
- B. User requesting the item must have a valid BCPL borrower's card or PLAC in good standing as specified by the BCPL Circulation Policy.
1. Any age borrower can place an interlibrary loan request.
 2. User will be advised to limit number of active requests to 5 because of the limited check out time for borrowed material.
 3. User will be advised to *Suggest a Title for Purchase* for current year items and entertainment DVDs.
- C. The library covers all costs related to processing and shipping of Interlibrary Loan material, however, other libraries may charge a specific fee to lend or copy materials.
1. The library will attempt to pursue free lenders of material
 2. User will be notified of lending library fee
 3. User is responsible for paying lending library fee.
 4. Payment of fee preferable upon receipt of material.
 5. Lending library fee is payable to BCPL unless otherwise noted.
- D. Interlibrary loans may be checked out from the Adult Circulation Desk at the Main Library or from the Hope Branch Library
1. User will be notified of material arrival via mail or email and the item(s) must be picked up within 10 days.
 2. The person retrieving the item will be required to sign the ILL form.
 3. The item will be checked out to the requesting user.
 3. Loan period is 14 days.
 4. Interlibrary Loan item(s) can be renewed online, in person or via the telephone one time for an additional 14 days.
 5. Interlibrary Loan item(s) must be returned to the Adult Circulation Desk and should not be placed in the book drops. If the item was checked out from the Hope Branch it will also need to be returned to the branch library.
- E. Overdue fine for an interlibrary loan is \$1.00 per day payable to BCPL.
1. Over due notices are printed on the 1st and 8th days that an item is overdue.
 2. Maximum fine for overdue is \$50.00.
- F. The lending library must be reimbursed by the borrower for any damage or loss of an interlibrary loan item.
1. The lending library sets this fee for loss or damage.
 2. The loss or damage fee is in addition to the overdue fine.
 3. The loss or damage fee is collected by BCPL, but is made payable directly to the lending library by the User.

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Loaning to Another Library

- G. Interlibrary loan requests are accepted at BCPL via:
 - 1. First Search, email to ill@barth.lib.in.us or ALA interlibrary loan form
- H. Items available for loan include any circulating item with the exceptions of:
 - 1. Items on request for a BCPL user.
 - 2. Entertainment DVD's
 - 3. Fiction items with "New" status in the BCPL catalog
 - 4. Items only owned by the Hope Branch or Bookmobile
 - 5. Young Hoosier Awards for current year
 - 6. Current issue of a periodical.
- I. Reference items are not available for interlibrary loan. These include:
 - 1. Reference materials.
 - 2. Bound periodicals.
 - 3. Newspapers, Microfilm and microfiche.
 - 4. Genealogy materials.
 - 5. Architectural Archives and other archival materials.
- J. Copies of non circulating material may be made in accordance to copyright laws and mailed, faxed or emailed to the requesting library.
- K. "IN LIBRARY USE ONLY "stipulation is applied to:
 - 1. Items with old and or fragile binding.
 - 2. An item loaned to a school less than one month before the end of the school year.
- L. We will loan material to prisons within Indiana.
- M. Shipping:
 - 1. Shipping is via a courier service to Indiana libraries.
 - 2. Shipping is via UPS to libraries outside of Indiana.
 - 3. Photocopies may be shipped via US Postal Services, faxed or emailed.
 - 4. An item can be shipped only within the 48 contiguous United States.
 - 5. There is no charge to the borrower for shipping.
- N. BCPL specifies the date that an item is due as shown in the OCLC lending record.
 - 1. Borrowing library can request one renewal, if the item is not on hold for a BCPL borrower.
- O. BCPL will charge the borrowing library for lost or damaged items.
 - 1. Fee for loss or damage is determined by the cost of the item specified in the BCPL OPAC.
A standard processing fee will be assessed as specified by the BCPL Circulation Policies.