

AM 200 Interlibrary Loan

Access to Materials
AM 200 Interlibrary Loan

Revised Date(s):

12/99, 06/08, 09/16

Policy

The Interlibrary Loan policy ensures that the Metropolitan Library System provides eligible customers with access to a wider range of materials by sharing resources with cooperating libraries throughout the nation.

Regulations

1. Metropolitan Library System policies and procedures for Interlibrary Loan comply with all provisions of the Interlibrary Loan Code for the United States as established by the American Library Association, all reciprocal agreements to which the library system is a signatory, protocols and regulations of all bibliographic utilities used, and current federal copyright law as interpreted by CONTU (National Commission on Technological Uses of Copyrighted Works).
2. The Metropolitan Library System acts as agent for eligible local borrowers.
 - a. Eligible local borrowers may request materials not available in Metropolitan Library System collections through the interlibrary loan service. Non-circulating materials are considered to be available and will not be borrowed through interlibrary loan.
 - b. Eligible local borrowers are customers with either a primary card or an annual fee card from the Metropolitan Library System.
 - c. The Metropolitan Library System reserves the right to limit the number of interlibrary loan requests per eligible customer per calendar week as needed due to the volume of requests.
 - d. Materials are borrowed only from libraries within the United States.
 - e. Metropolitan Library System requests to borrow materials are filled at the discretion of individual owning libraries. The System cannot guarantee that a request for any given item will be filled.
 - f. Processing or other fees charged to the Metropolitan Library System by the lending library will be billed to the individual borrower.
 - g. The borrower who does not return interlibrary loan material by the due date will be charged an overdue fine of \$0.50 per day up to

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\$30.00. If material is recalled by the lending library before the initial due date, the borrower will be subject to the overdue fine beginning two working days after notification of recall.

- h. The borrower who fails to return interlibrary loan material is charged the replacement price of the unreturned material plus any processing fees as determined by the lending library.
 - i. The borrower who fails to return interlibrary loan material after due notice will be refused further interlibrary loan service and all library borrowing privileges will be suspended. S/he can regain borrowing privileges by returning the material and paying any fees, or by paying for the material as specified in item g).
 - j. If the borrower damages interlibrary loan material, s/he will be charged the repair cost or the replacement cost of the damaged item, as determined by the lending library.
3. The Metropolitan Library System acts as lender to cooperating libraries.
- a. Materials that are not available for check out by Metropolitan Library System customers are not available for lending through interlibrary loan.
 - b. Materials are lent only to libraries within the United States.
 - c. The Metropolitan Library System reserves the right to restrict lending of any materials as needed to maintain quality service for local customers.
 - d. The loan period is 35 days from the date that the material is routed from the Interlibrary Loan department. A single renewal for up to 14 additional days from the original due date may be permitted if the material is not needed to serve local customers.
 - e. Photocopies may be supplied from materials that are not available for lending. Copying must comply with federal copyright laws.
 - f. The Metropolitan Library System will normally absorb costs of lending materials to libraries that agree to absorb these costs when the System borrows materials from them for local customers. Copying costs to fill a single request of 50 pages or less may also be absorbed under the same terms.

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- g. Libraries may be billed for processing a loan and/or for photocopies if they charge the Metropolitan Library System for these services.
- h. Borrowing libraries that damage or do not return materials to the Metropolitan Library System will be charged the replacement price of the unreturned materials plus a \$10.00 processing fee.