



*Your Community. Your Library.*

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## **POLICY INTERLIBRARY LOANS**

Board motion number: 59:14 (28 October 2014) Chair's signature: \_\_\_\_\_

1. When a member of the Bonnechere Union Public Library requires library material which is not available in the collection, the library will make every effort to secure the requested material from another library.
2. Library staff shall keep accurate records of :
  - a) requests for materials made to other libraries;
  - b) materials which have been received from other libraries;
  - c) the date on which such materials are due back at the holding library;
  - d) the date on which materials are returned to their holding library.
3. The borrowing period for interlibrary loan materials is determined by the holding library.
4. All interlibrary loan materials must be returned to the Bonnechere Union Public Library and must not be returned to the holding library directly by the borrower.
5. Interlibrary loan materials will be subject to the same rules as regular library materials regarding overdue and lost or damaged materials. However, if the lending library has higher fees, the patron will be responsible for those fees. Money collected in compensation for overdue, lost or damaged interlibrary loan materials shall be forwarded to the holding library.
6. Should a holding library require a fee for the loan of its material, the requesting library member will be expected to cover this cost and will be informed of the possibility of a fee before the library proceeds with the loan request.
7. Any member who disregards the rules concerning the borrowing of interlibrary loan materials three times may be denied all borrowing privileges.