

Bedford Public Library

Interlibrary Loan Policy

Policy Statement 1

Interlibrary Loan (ILL) is the reciprocal process through which Bedford Public Library (BPL) borrows materials from other libraries for our patrons and lends our materials to other borrowing institutions. ILL is a supplement, not a substitute, for the Library's collection. The Bedford Public Library participates in this system and adheres to its rules, codes, and procedures. BPL also abides by and applies Copyright Law (*Title 17, U.S. Code*) in both borrowing and lending materials.

Borrowing Regulations

- 1.1 *Who can borrow?* Bedford Public Library cardholders with BPL accounts in good standing may place ILL requests. "Good standing" means there are no fines or outstanding overdue items attached to the cardholder's account.
- 1.2 *What materials can be borrowed?* Books, audiobooks, DVDs, and CDs that are not currently in the Library collection can be borrowed. The patron may request items owned by the Library but that have a status of Missing or Billed if there are no other circulating copies of that item. Bedford Public Library cannot guarantee the availability of any requested material. Frequently requested items will be considered for purchase.
- 1.3 *What materials cannot be borrowed?* Ebooks, downloadable audiobooks, electronic resources and software, or materials from institutions outside of the United States cannot be borrowed. Ultimately, it is up to the lending library which of its materials will be available to patrons of borrowing libraries. Recent items (published within the last year) are generally not available as lending institutions will not loan these new materials. For newer items, the patron may wish to submit a suggestion for purchase instead. Requests for items owned by Bedford Public Library (including non-circulating Reference materials) will be cancelled.
- 1.4 *What are the ILL limits?* The maximum number of active ILL requests is five (5). Materials check out for three (3) weeks maximum. Materials cannot be renewed. All borrowed material is subject to recall before the lending period has expired. Recalled items must be returned to Bedford Public Library within 24 hours of notification of recall in order to be sent back to the lending institution. Failure to return recalled items within this time may result in suspension of interlibrary loan services and/or BPL services for that patron. After the 24 hour notification period, for every day the recalled ILL items are late, the Library charges that patron 0.50 cents per item. These charges are capped at \$12.00.
- 1.5 *Is there a fee?* A \$2.00 postage fee will be charged for each ILL request. If the item is comprised of more than one volume, the fee applies to each volume in the set. The ILL postage fee is due immediately upon pick-up, no exceptions. If the patron does not pay the \$2.00 postage fee at pick-up, the Library will not allow the patron to borrow the requested ILL item(s) until that fee is paid. The due date for ILL items is set from the time the Library notifies the patron that his/her items are ready for pick-up and will not change based on

the actual pick-up date. If the item is not picked up, the patron is still responsible for paying the \$2.00 postage fee.

- 1.6 *Does BPL notify me when my ILL items are due or ready for pick up?* Delivery times for ILL items will vary depending on the lending institution and the materials requested. Borrowers will be notified by telephone when their items are ready to be picked up at the Library. The patron has five (5) days to pick up his/her ILL items before they are sent back to the lending institution. Borrowers may receive a due date reminder via phone or email but are ultimately responsible for monitoring due dates and returning all materials on time.
- 1.7 *What are the penalties for lost, damaged, or stolen ILL materials?* All lost, damaged or stolen ILL items are subject to the lending library's policies. ILL privileges will not be revoked for the first lost, damaged, or stolen item but are still subject to the lending library's policy and fees. ILL privileges will be revoked if the borrowing patron has lost, damaged, or stolen two items. In addition, after the second lost, damaged, or stolen item, the patron may also lose the ability to use BPL materials and services.
- 1.8 A label with the due date, identifying that item as an ILL item, is adhered to each borrowed ILL item and must not be removed by the patron.

Policy Statement 2

In the spirit of reciprocation, Bedford Public Library will make a reasonable effort to fill as many interlibrary loan requests as possible.

Lending Regulations

- 2.1 The Library will not lend new materials that have been added to the collection within the last year or that have a "new" status in our catalog. In addition, items that are on hold or checked out, non-circulating Reference materials, e-books, downloadable audiobooks, and electronic resources will not be lent.
- 2.2 No refunds will be issued for lost, damaged, or stolen items that have been paid for and processed. This applies to previously "lost" items that have been returned to the Library for which the borrower has already paid.
- 2.3 The Library reserves the right to refuse a request or restrict the use of loaned materials.
- 2.4 All loaned materials that are damaged, lost, or stolen are subject to the Bedford Public Library's rules and regulations. The borrowing institution is responsible for all lost, damaged, stolen, or overdue charges.
- 2.5 Bedford Public Library items are loaned to borrowing institutions for a period of six weeks from time of shipment. Renewals may be accepted or rejected at the discretion of the Library.