

# INTERLIBRARY LOAN (ILL) POLICY

## Marion Public Library

### I. Borrowing

- A. The Marion Public Library offers Interlibrary Loan (ILL) service to all patrons. A patron may request a maximum of seven items at one time. The patron must have a current Metro Library Network library card with fines below \$20.00.
- B. To offset postage charges, there will be a \$3.00 charge for each ILL item received from another library in Iowa, or a \$5.00 charge for an item borrowed from an out-of-state library. We assess a \$3.00 per article fee for journal photocopies. Additional fees for borrowed material may be charged by the lending library. Fees are payable when the item is picked up.
- C. A staff member will notify the patron when the requested item arrives. If the item is not picked up, it will be returned to the lending library by the due date; the patron's library card will be assessed a \$3.00 processing fee plus any fees charged by the lending library.
- D. Due dates are determined by the lending library. Renewals may be possible at the discretion of the lending library; please call the Marion Library with enough notice to allow staff to contact lending library with renewal requests.
- E. There will be a fine assessed at the rate of \$1.00 per day for overdue ILL materials.
- F. We cannot request microfilm.

### II. Lending

- A. We lend items requested by other libraries in accordance with statewide policies established by the State of Iowa Libraries Online (SILO).
- B. We do not loan any material that we have owned for fewer than six months.
- C. In accordance with our ILL contracts, we do not charge other libraries for the use of our books. We reserve the right to charge for large quantities of photocopies.

Reviewed 9/11/17

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