

Interlibrary Loan (ILL) Policy

Scope of Policy			
<i>Scope:</i>	Requesting a Loan from Another Library Outside the Metro Library Network	<i>Effective Date:</i>	Revised 9/16/2024

Provisions
<p>I. Borrowing</p> <p>1. The Marion Public Library offers Interlibrary Loan (ILL) service to all patrons. The patron must have a current Metro Library card in good standing with outstanding charges below \$20.</p> <p>There is a limit of 5 ILL requests at a time. The Library will not make ILL requests for books that the Library already owns, unless the patron needs it for a book club.</p> <p>2. To offset postage charges, there will be a \$5 charge for an item borrowed from an out-of-state library. Additional fees for borrowed material may be charged by the lending library. The patron will be notified of any fees before the item is ordered. Fees are payable when the item is picked up.</p> <p>3. A staff member will notify the patron when the requested item arrives. ILL items must be picked up at the Marion Public Library. If the item is not picked up, it will be returned to the lending library by the due date and the patron's library card will be assessed any pre-approved fees charged by the lending library.</p> <p>4. 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 the lending library with renewal requests.</p> <p>5. Patrons will be charged for replacement costs of any ILL materials that are 30 days overdue.</p> <p>6. The Library cannot request microfilm.</p> <p>II. Lending</p> <p>1. The Library lend items requested by other libraries in accordance with statewide policies established by the State of Iowa Libraries Online (SILO).</p> <p>2. The Library does not loan any material that we have owned for fewer than six months.</p> <p>3. In accordance with ILL contracts, the Library does not charge other libraries for the use of our books. The Library reserve the right to charge for large quantities of photocopies.</p>