

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 10/12/20

Provisions
<p>Borrowing</p> <p>The Marion Public Library offers Interlibrary Loan (ILL) service to all patrons. The patron must have a current Metro Library or Metro Lite library card with outstanding charges below \$20.00.</p> <p>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.</p> <p>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/item processing fee plus any fees charged by the lending library.</p> <p>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>There will be a fine assessed at the rate of \$1.00 per day for overdue ILL materials.</p> <p>We cannot request microfilm.</p> <p>Lending</p> <p>We lend items requested by other libraries in accordance with statewide policies established by the State of Iowa Libraries Online (SILO).</p> <p>We do not loan any material that we have owned for fewer than six months.</p> <p>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.</p>