

## **Modale Public Library**

## **Inter-Library Loan Policy**

The Modale Public Library supplements its collection with an interlibrary loan service that enables the library to borrow materials from another library. Through this service, the library enhances and extends the materials available to its customers and the community.

### **Guidelines**

- Interlibrary loan requests are accepted from Modale Public Library patrons. Outstanding fees must be paid and overdue materials returned before requests are processed.
- Requests are not accepted for materials owned by the library unless the library's copy is lost.
- Requests for materials in various formats are accepted.
- Requests may be made in person, by telephone, or by email.
- Locating and receiving requested materials usually takes one to two weeks. Notification is made by telephone or email when the material arrives or if it is not available.
- A maximum of three active requests per patron is allowed. Active requests are materials being searched for and those on loan.
- Loan periods and renewals are at the discretion of the lending library.
- Interlibrary loan materials must be returned to the Modale Public Library, not to the lending library.

### **Fees**

- Customers are responsible for additional fees or fines charged by the lending library.
- Customers will be charged a mail fee for any interlibrary loan that is out of the AEA free delivery area.
- A \$2.00 fee, in addition to any fees assessed by the lending library, is charged for each material requested but not picked up
- Charges for lost/damaged Interlibrary Loan items will be the cost of the item and \$5.00 processing fee, plus any fees required by the lending library.