

### **13. Kirkwood Public Library Interlibrary Loan Policy**

*Approved by the Board of Trustees on December 15, 2010*

*Revised by the Board of Trustees on September 21, 2016*

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The Kirkwood Public Library (KPL) strives to create and display a collection that is representative not only of our local community, but also of the wider world (see Article V: Collection Development Policy). If materials are not available within the Municipal Library Consortium of St. Louis County (MLC), interlibrary loan (ILL) service is an option to accommodate these needs. ILL includes borrowing materials from other library systems and obtaining copies of periodical articles. The Library also recognizes that the reciprocal sharing of materials with lending libraries across the country is an integral part of library services.

#### **KPL ILL Borrowing Guidelines**

##### **Eligibility and Limits on Interlibrary Loan Borrowing**

Restrictions and limits apply to interlibrary loan borrowing. Interlibrary loan service is available to Kirkwood Public Library card holders in good standing--i.e. owing no more than \$10.00 in outstanding overdue fines. Eligible patrons may have up to five active requests at a time. Active requests include items currently on loan to the patron and requests not yet filled.

##### **Materials Available**

Books, audiovisual materials, including videotapes, audiotapes, DVDs, CDs, and photocopies of periodical articles not owned by KPL or the MLC can be requested through interlibrary loan.

##### **Materials Not Available**

Items that cannot be borrowed include any item currently owned by the MLC, including items checked out, reference items, items released in the past 12 months, or items on order in our system.

##### **Cost**

There is no cost associated with requesting an ILL for Kirkwood Public Library cardholders.

**Overdue Fines and Replacement Costs** Patrons are responsible for any overdue fines and replacement costs. Fines for overdue ILL items are \$0.25 per day, per item. Replacement costs for damaged or lost items are determined by the lending institution, and may amount to many times the actual value of the item.

##### **Loan Periods, Renewal of Items, and Restrictions on Use**

Loan periods and renewal options are determined by the lending institution. A lender may recall an item at any time. Some libraries do not allow renewals, or require that items be used only within the library.

Renewals, which are solely at the discretion of the lending institution (not KPL), cannot be guaranteed. KPL will request one renewal per item. Requests for renewal must be made at least 5 days before an item's due date. If the request is made later, fines may be accrued while waiting for a response from the lending library.

##### **Damage to Items**

The condition of borrowed items is noted upon arrival at KPL, including any noticeable damage or damage noted by the lending institution. Damage to items while in the possession of patrons will be noted upon return to the lending library. It is the discretion of the lending library whether to charge for such damages.

## Fines

Fines may be incurred by the patron for overdue ILL materials, damage to loaned items, or other abuse of ILL privileges. Penalties are as follows:

Overdue ILL materials	\$0.25/day fine
Lost or damaged ILL materials	Replacement cost to lending library, plus \$5.00 processing fee
Overdue fines accrued on two ILL items, OR two unclaimed ILL items, OR two ILL cancellations after requested item has shipped from lending library within a 1 year period	Suspension of ILL privileges for 3 months
Outstanding fines for replacement or damage costs of ILL materials	Suspension of ILL privileges and library card until account is paid (See Appendix B. Fines and Charges)
Returning ILL without ID card (barcode), sticker, or other identifying information two times within a 1 year period	Suspension of ILL privileges for 3 months

## KPL Lending Guidelines

### Materials Offered to Other Institutions

All circulating books, audiovisual materials, including DVDs and CDs are available for ILL without charge, as long as the request is within reason.

### Materials Not Offered

Reference items are not available for loan to other institutions.

### Loan Periods, Renewal of Items

Items are loaned to other institutions for a period of 30 days. Items will generally be renewed once, with the exception of items currently requested by MLC patrons.

### Charges

No fines or shipping charges will be imposed. Charges will be imposed for lost or damaged items and are assessed on a case by case basis. Charges include a replacement cost for the item and a reprocessing cost (\$5.00).