

## **Fort Dodge Public Library**

### **Interlibrary Loan of Library Materials**

#### **Purpose**

Fort Dodge Public Library supplements its collection with an interlibrary loan service that enables it to borrow materials from other libraries. Through this service, the Library is able to enhance and extend the materials available to our patrons and community.

#### **General Policies**

A valid library account is required to make use of interlibrary loan services. To request materials from another library, cardholders must have a borrower account in good standing and be a resident of Fort Dodge, rural Webster County, or a contracting city. All other cardholders must use their home library for interlibrary loan services.

The library participates in the Interlibrary Loan Reimbursement program through the State Library of Iowa. Therefore, the library may charge up to \$3.00 per item borrowed from libraries in-state for the specific purpose of covering postage costs. Currently the library does not charge a fee for this service.

The library does charge the actual cost of postage for any materials borrowed from libraries out-of-state. Additionally, if the loaning institution charges any fees for the use of its materials, those charges will be passed on to the patron. Patrons will be notified of charges before items will be borrowed from out-of-state libraries.

Materials published or released within the previous six (6) months cannot be requested through interlibrary loan. Newer materials will be considered for purchase by the library for its collection. (See Collection Development Policy for guidelines.) Audio CDs and DVDs cannot be requested from out-of-state libraries.

The library will abide by the checkout policies, due dates, and/or any special limitations of the lending library.

Renewals for materials borrowed from other Iowa libraries will be attempted if the request is made prior to the item's due date. Materials borrowed from out-of-state libraries cannot be renewed.

Interlibrary loan privileges may be suspended for the following reasons:

- A patron habitually requests items and does not pick them up.
- Materials are misused/damaged/lost by the borrower.
- A patron habitually returns materials late/damaged.

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Adopted 06/28/2004

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