

LAGO VISTA PUBLIC LIBRARY INTERLIBRARY LOAN POLICY

RECOMMENDED BY LIBRARY ADVISORY
BOARD: OCT. 11, 2021
APPROVED BY CITY COUNCIL: NOV.3, 2022

Since no library is able to meet all the needs of its patrons, the Lago Vista Public Library participates in an interlibrary loan program that allows our Library to borrow materials directly from other libraries on behalf of our patrons.

The Interlibrary Loan Procedure is included as an Attachment to this Policy. The Procedure provides patrons with a user-friendly explanation of how Interlibrary Loans are handled in accordance with this Policy.

Interlibrary Loan Borrowing

1. **Patron Status.** To request an interlibrary loan, a patron must have a current Lago Vista Public Library card that has been in use for at least two months and have no overdue materials. Patrons with overdue items may not request interlibrary loan materials until the overdue items are returned.
2. **Fees.** There is a charge of \$3.00 on each item ordered, payable upon pickup of the item, to pay for return postage. Patrons under the age of 18 must have a parent or guardian agree to accept responsibility for any related fees or fines.

Payment must be made for Interlibrary Loan items lost or damaged while checked out to the borrower. Charges for lost or damaged items are determined by the lending library, so payment cannot be determined until the lending library has been notified and has responded with the cost. No refunds will be made for lost and paid Interlibrary Loan materials that are subsequently found.

3. **Loan Period.** Loan periods for materials borrowed from another library will be those of the lending library, not of our Library.
4. **Restrictions.** To maintain the ability of our Library to borrow materials from other libraries, there are circumstances where a patron may not be eligible to request an interlibrary loan. Examples include:
 - The patron has previously damaged other libraries' materials
 - There have been past problems with interlibrary loan items requested by the patron
 - The patron has a history of overdue materials
 - The patron has violated interlibrary loan policies at our Library or another library.

Interlibrary Loan Lending

Lago Vista Public Library not only requests materials for our patrons, but we also make materials available to patrons of other participating public, governmental, and academic libraries. We will lend most circulating print materials, except the following items:

- Reference or archival materials
- Periodicals or newspapers
- New books, bestsellers, or items in high demand, as determined by Library staff
- Other materials or limits as determined by the Library Director

Borrowing libraries will be charged .10 cents per page for photocopies. Should Lago Vista Library materials be returned damaged or are lost, a bill for the costs of the item will be sent to the borrowing library. Lago Vista Public Library will not charge overdue fines to borrowing institutions.

Attachment A: Interlibrary Loan Procedure

Attachment B: Request an Interlibrary Library Loan Item form

ATTACHMENT A

INTERLIBRARY LOAN PROCEDURE

Who may request an Interlibrary Loan?

To request an interlibrary loan, a patron must have a current Lago Vista Public Library card that has been in use for at least two months. Patrons must return any overdue items before making an Interlibrary Loan request.

Patrons under the age of 18 must have a parent or guardian agree to accept responsibility for any related fees or fines.

The Library reserves the right to refuse Interlibrary Loan services to any patron who has damaged other libraries' materials, has had past problems with Interlibrary Loan items, has a history of overdue materials, or otherwise violated Interlibrary Loan policies, which might jeopardize the ability of the Library to borrow materials from other libraries.

What can I request through Interlibrary Loans?

While the Lago Vista Public Library will make every effort to locate requested materials, not everything is available through Interlibrary Loan. Items that are typically unavailable include, but are not limited to:

- Bestsellers or newly published titles
- Old, rare, or archival materials
- Microforms
- Reference, Texana, and genealogical materials
- Newspapers and periodicals
- Photocopies of articles or pages from certain resources may be available, usually at a charge
- Audiobooks, DVDS and other audio/visual media may be limited

Copyrighted Material: Please keep in mind that most materials borrowed or photocopied through Interlibrary Loan are copyrighted. Compliance with copyright law is the responsibility of the patron.

How do I make an Interlibrary Loan Request?

There are two ways to make a request:

- Login to your library account: <https://www.lagovista.lib.tx.us>
- Click on "My Account"
- Click on "Reserves/Requests"
- Click on the third item: "Is the library missing something? You can request that we purchase it or borrow it from another library (Interlibrary Loan / ILL)."
- Make a written request in person, by phone, or by email

How long does it take to receive an Interlibrary Loan item?

A requested item can take one to three weeks, or longer, depending on the availability of the item and the location of the library sending it.

Is there a charge for Interlibrary Loan services?

There is a \$3.00 charge on each item ordered to cover return postage. The charge is payable upon pickup of the item.

How many items may I request?

You may request up to five Interlibrary Loans at a time.

How long may I keep Interlibrary Loan items?

The loan period will be determined by the lending library. Any request for extension of the loan period, should be made at least 5 days prior to the due date. If the lending library agrees to extend the loan period, you will be notified by one of our staff via email or a phone call.

What are my responsibilities for a lost or damaged item?

Payment must be made for items lost or damaged while checked out to the borrower. Charges for lost or damaged items are determined by the lending library, so payment cannot be determined until the lending library has been notified and has responded with the cost. No refunds will be made for lost and paid Interlibrary Loan materials that are subsequently found.

Patrons who fail to pay for lost or damaged Interlibrary Loan items or who are habitually late in returning the items to our Library, may be denied future Interlibrary Loan borrowing, based on the discretion of our Library as well as the lending library.

ATTACHMENT B

REQUEST AN INTERLIBRARY LOAN ITEM

WANT TO REQUEST A NEW ITEM?

REQUEST AN ITEM PURCHASE FOR LVPL	REQUEST AN INTERLIBRARY LOAN ITEM
If there is an item you would like the Library to purchase, please provide information in the form below. If purchased, a reserve will be placed on the book, and you will be contacted when it is available.	If we are unable to purchase this item for our Library, you may pay \$3.00 postage to borrow a copy from another library. It will be mailed to LVPL, and we will contact you when it arrives.
Title:	Title:
Author:	Author:
Format: Book, eBook, Audiobook, CD, DVD, Blu-ray, other	Format: Book, eBook, Audiobook, CD, DVD, Blu-ray, other
Date requested:	Date requested:
Patron name:	Patron name:
Phone:	Phone:
Card #:	Card #:
Email address:	Email address:
I understand I am financially responsible for Interlibrary Loan items lost or damaged while checked out to me.	
Signature:	Date:
LIBRARY USE ONLY	
Date Ordered:	Transaction #:
Date Received:	Date Due:
Date Notified:	Postage Paid:
Date Picked Up:	Date Returned:
Notes:	
No Answer	
Contacted Member	
Answering Machine	
Contacted Other	