

## **INTERLIBRARY LOAN POLICY: BFL MATERIALS:**

New books must be in circulation for 12 months before they are available for interlibrary loan.

Patrons are responsible for replacing lost or damaged ILL books.

Audio-Visual materials will not be borrowed for patrons or loaned to other libraries through ILL without exception.

Reference materials secured via ILL are held on reserve and must be used in the Reference area of the Library.

InterLibrary loan materials may be renewed one time only for in-state requests, in accordance with prevailing library policies; out-of-state requests may not be renewed.

### **PATRONS:**

Patrons are not allowed to contact lending libraries directly in order to arrange for a renewal. Patrons who violate this policy will lose their ILL privileges.

Maximum 3 book or periodical requests per week, per patron, may be borrowed via ILL.

Only patrons whose accounts are in good standing (ie: no outstanding fines) may order materials via ILL.

Patrons must have a current library card in order to borrow via ILL.

Patrons who fail to return books borrowed through ILL will have their ILL borrowing privileges suspended until the book is returned or paid for.

If a patron requests a book and does not retrieve it within one week of notification of its arrival, ILL privileges may be suspended for up to 6 months from the date the book is returned to the lending library. Longer suspensions may be imposed on repeat offenders.

Patrons must be in 9th grade or older to borrow via ILL.

**ILL policies and procedures have been established in order to ensure the continued cooperation of other libraries providing books through Inter-Library Loan for the benefit of all the library's patrons, and to comply with Vermont DOL Code and U.S. Copyright Law (Title 17, U.S. Code). Patrons who do not comply with ILL policies jeopardize the entire community's access to resources from other institutions, and non-compliance will not be tolerated.**

Approved 9/99