



Interlibrary Loan Policy

Approved by Library Advisory Board, August 2019

Next review August 2021

Managed by Adult Services Coordinator and/or their designee

1. GENERAL PRINCIPLES

- a. Items that are not part of the Farmington Public Library may be borrowed from other libraries through interlibrary loan services.
- b. You may make an Interlibrary Loan request using any of the library's web catalogs, or from your home computer, through the online catalog.
- c. Each user is limited to ten (10) requests per month.
- d. You will be notified when the item has been received. Borrowed interlibrary loan items are automatically checked out to your library card account upon receipt at the library, for a period of twenty-one (21) days. Interlibrary loan materials may not be renewed.
- e. Items should be picked up at the Library circulation desk with a photo ID or library card.
- f. Items that have not been picked up within fourteen (14) days after the notice has been given to you will be cancelled from your library card account and returned to the lending library.
- g. Abuse of interlibrary loan services may result in denial of the use of the interlibrary loan services.

2. REQUESTS

- a. To place an interlibrary loan request you must use your library card, and your card must be in good standing.
- b. A separate interlibrary loan request must be filled out for each individual item being requested.
- c. Requests are processed as they are submitted.
 - i. Library staff will not hold requests or stagger their submission for you.
 - ii. If a request cannot be filled, you will be notified.
- d. By placing an interlibrary loan request, you agree to allow the library to check out the requested item to your library card account on your behalf.

3. FINES AND FEES

- a. Farmington Public Library will bill your library card account for the cost of return postage for the item, according to USPS Library Mail rates (usually between \$2.50 and \$5.00) whether or not you choose to use the item.
- b. Every effort is made to avoid additional fees for borrowing items. Occasionally a lending library may require payment of a fee for the privilege of borrowing their item. If the only available lender requires a fee you will be contacted regarding



these additional costs before the request to borrow is submitted to the lending library.

- c. The Farmington Public Library charges \$.25 per day for overdue fines on interlibrary loan items.
- d. The lending library may impose additional charges and/or late fees. These charges your responsibility and fees will be billed to your library card account.
- e. If you fail to return an interlibrary loan item within five (5) days past its due date, the item will be assumed to be lost. Your library card account will be billed for:
 - i. A processing fee of \$100.00,
 - ii. The cost of the item, as determined by the lending library, and
 - iii. Any additional fees imposed by the lending library.
- f. All fines and fees will be billed to your library card account. All of your library privileges will be suspended if the total of unpaid bills exceeds \$10.00, or when there are ten or more past due items checked out on your account.
- g. **Fees associated with interlibrary loans are non-refundable.**