

INTERLIBRARY LOAN POLICIES

As society becomes more complex, information needs of people continue to increase. The information explosion of the last several decades has made it impossible for every library to own all of the materials which its users may need. Therefore, there exists a large interlibrary loan (ILL) network to facilitate the sharing of materials between libraries. The official policies of the ILL department at Bozeman Public Library (BPL) are outlined below.

MATERIALS NOT OWNED BY BPL: Requested From Another Library

ILL service is available to anyone for whom a current library card is on file with the exception of patrons who have temporary cards. Fines greater than \$2.00 and other delinquencies must be cleared before requests can be processed. Basic ILL service is free; no internal charges are made. However, charges levied by lending libraries will be passed on to the user. In the case of Rush ILL requests, patrons will be charged a \$2.00 fee to cover communication costs when telephone calls and/or faxes are required.

Some materials are difficult or impossible to obtain through ILL, and patrons will be encouraged to try to obtain these materials through other channels. These include fiction and some nonfiction published less than one year previous; issues of magazines; large, fragile or bulky materials which would be difficult to mail; books classified as Reference or restricted by lending libraries; and some audio-visual materials. Most libraries will supply, for a fee, photocopies of specified pages of many of these types of works. Materials may be removed from the Library unless the lending library specifies "In Library Use Only".

Materials available in local libraries may or may not be borrowed according to individual agreements with each library.

Patrons may have up to ten items on order at one time. All items must be checked out on the patron's library card. Renewals may be requested until two days before the due date unless the lending library has specified no renewals. Patrons may ask for only one renewal for each item. BPL cannot guarantee that renewal requests will be granted.

Occasionally patrons will request materials through ILL but then not pick them up once they have arrived. If this situation occurs twice, ILL service to that patron will be suspended for one year.

In order to allow use by others, a BPL patron may only re-request an item after one month has elapsed from the due date at BPL. If the material arrives after the deadline date indicated by requestor, or six months or more after date of request, patron will not be held responsible if he/she no longer wants the material. Discretion in ordering will be exercised by staff members if a person might be on vacation when the material arrives.

A fine of \$.50 per item per day (with a \$10.00 maximum) will be levied if the material is overdue. A set (such as two volumes which obviously go together or a box of microfilm) will be considered one item. Lost or damaged materials must be paid for according to the policies and rates set by the lending library.

REQUEST FROM OTHER LIBRARIES FOR BPL MATERIALS

Bozeman Public Library will accept ILL requests from any library. However, some constraints will be placed on material that will be lent. Materials that are rare or fragile, hard to ship, or in high demand at BPL will not be lent. These include reference books, audio-visual materials, books published within the last year, and magazines. Under exceptional cases, materials from the Montana Room will be loaned to requesting Montana libraries for in-library use only. Books from the Professional Collection (shelved in the workroom) will be lent to Montana libraries only. If possible, photocopies will be provided in lieu of these restricted materials. Interlibrary loan service will be free to all Montana libraries. Photocopy charges of \$.20 per page will be charged to out-of-state libraries that charge BPL. Copyright guidelines regarding photocopies will be followed by the *Copyright Law of the United States of America* (Title 17, U.S. Code, as revised February 1, 1993). (see Appendix M)

Checkout period is one month. Materials are expected to be returned to BPL by that date. Materials may be renewed by the borrowing library for two weeks from the due date if there is no reserve. Materials more than one month overdue will be considered lost, and a bill for the cost of replacement plus a \$5.00 handling fee will be sent to the borrowing library. If BPL material is lost and paid for but then later returned, BPL will issue a refund if the material is returned within three months of receipt of payment. The refund will be minus the handling fee.

In addition to this policy, BPL will adhere to the *Montana Interlibrary Sharing Protocol* adopted by the Montana State Library Commission. December 12, 1990, and revised August 14, 1991 to include fax guidelines. Revisions offered by MLA Interlibrary Loan Interest Group, May 1998. Protocol with revisions adopted by Montana Library Commission on August 12, 1998. (see Appendix N)

Adopted Aug. 12, 1985
Revised May 5, 1986
Revised Sept. 9, 1988
Revised Sept. 15, 1993
Revised Nov. 18, 1999