



## **INTERLIBRARY LOAN POLICIES**

As society becomes more complex, information needs of people continue to increase. The information explosion of the past several decades has made it impossible for every library to own all of the materials which its users may want. Therefore, there exists a large interlibrary loans (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. Fines greater than 10 dollars and no cents 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.

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 materials 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 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".

Patrons may order up to a maximum of five items per month with no limit on how many are on order at any one time. Any patron needing to go over the five items per month limit will be responsible for a three dollar and no cents per item postage fee. 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. No renewals will be allowed for overdue materials. 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 in one year, ILL service to that patron will be suspended for twelve months. Staff will use discretion if the situation has occurred due to vacation, illness or emergency.

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 the requestor, the patron will not be held responsible if he/she no longer wants the material. Judgment in ordering will be exercised by staff member if a person might be on vacation when the material arrives.

A fine of 25 cents (twenty five cents) per item per day with no grace period (up to a ten dollars and no cents 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.

## **REQUESTS 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, all audio-visual materials, books published within the last year, and magazines. In exceptional cases, materials from the Montana Room will be loaned to requesting Montana libraries for in-library use only. If possible, photocopies or scanned digital images will be provided in lieu of these restricted materials. Interlibrary loan service will be free to all Montana libraries. Photocopy charges of 20 cents (twenty cents) 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 State of America* (Title 17, U.S. Code, as revised February 1, 1993). (See [appendix M](#))

Checkout period is two months. Materials may not be renewed by the borrowing library- Special considerations may be made on a case by case basis. Materials more than two months overdue will be considered lost and a bill for the cost of replacement will be sent to the borrowing library.

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 the 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  
Revised April 15, 2009  
Revised Feb. 27, 2013  
Revised Oct.21, 2015  
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