

# Interlibrary Loan Policy

## **1. Purpose**

1. InterLibrary Loan is the process of lending and borrowing materials between libraries via a mailing system. InterLibrary loan is used to obtain from other libraries those materials that are beyond the scope of the Kyle Public Library's (Library) collections.
2. Library materials shall be made available for lending to participating libraries, unless otherwise restricted by this policy.
3. InterLibrary Loan policy shall adhere to the requirements of the Texas InterLibrary Loan Protocol and the InterLibrary Loan Code for the United States.

## **2. Eligibility**

1. Library Resident cardholders shall be eligible to use the InterLibrary Loan service so long as they meet the following requirements:
  1. Be a Resident or Non-Resident cardholder for at least 60 days with a check-out history;
  2. Be at least 18 years of age;
  3. Have no blocks on the account;
  4. Agree to all requirements of this InterLibrary Loan Policy.

## **3. Borrowing Materials**

1. Requests for materials must be made online through the customer's account. Library staff will assess the availability for the requested materials from available InterLibrary Loan resources and inform the borrower of the potential timeline and cost of the requested materials.
2. Once the borrower agrees to the requirements of the InterLibrary Loan material and associated costs, Library Staff will request the materials.
3. Borrowers are limited to two InterLibrary Loans per month.
4. Upon receipt of the InterLibrary Loan material, Library Staff will inform the borrower of the availability of the requested material. The borrower will be required to retrieve the material from Library Staff within two weeks, unless there are more stringent restrictions on the requested materials from the lending Library.
5. The borrower will be required to return the InterLibrary Loan materials in good condition by their due date. Failure to adhere to these requirements will subject the borrower to fees and / or a blocked account.

## **4. Lending Materials**

1. Library materials shall be available for loan, unless it is specifically listed as a "Restricted Material," as defined in this InterLibrary Loan Policy.
2. The Library will prioritize the distribution of materials to customers on a priority basis but will not preclude materials from being lent solely for the purpose of keeping materials available for customers.
3. The Library shall adhere to the requirements established in the Texas InterLibrary Loan Protocol and the InterLibrary Loan Code for the United States.

## **5. Restricted Materials**

1. The Arts and Technology Center Collection (ARTC), Hotspots, and Chromebook Laptops are not available for the InterLibrary Loan Program.
2. There are materials that are restricted from the InterLibrary Loan program due to limitations, which include:
  1. Condition
  2. Material Age
  3. Material Type

4. Rarity
5. Replacement Cost
6. Shipping Limitations

**6. Costs and Fees**

1. Customer will be subject to a service cost outlined in the Library Fines, Fees, and Charges for InterLibrary Loan materials requested. This cost will be paid at the time the InterLibrary Loan materials are received by the borrower.
2. The Library will not charge other libraries for the loan of Library materials.

**7. Damaged or Lost InterLibrary Loan Materials**

1. Fees associated with damaged or lost materials will be identified by the lending Library.