

Carnegie-Stout Public Library
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INTERLIBRARY LOAN POLICY

Borrowing Materials:

Due to limited budget and shelving space, the Carnegie-Stout Public Library (C-SPL) does not own all the materials requested by our patrons. Interlibrary loans (ILL) are used to obtain materials from other libraries that are beyond the scope of the C-SPL's collection. The ILL program is a special service that C-SPL is able to offer its patrons and has its own unique procedures and guidelines.

Each patron borrowing materials through ILL is responsible for all fees and fines from the borrowing library, which are incurred during check-out. Unpaid fines and fees will be added to a patron's account and may result in losing library privileges. Patrons must take care to return all ILL materials on time and must return ILL material to a staff member inside the library, along with the identifying band still securely attached. If an ILL item is lost or damaged, the patron is responsible for the cost of replacement and any associated fees. These costs will be added to the patron's account.

A patron must be a resident of Dubuque, or a contracting city, with an account in good standing to be eligible for ILL. A library account in good standing is one with fees totaling less than \$10.00 and no overdue materials. Patrons with accounts in the "new patron" status (the first three months after opening a library account) are not eligible for ILL.

Eligible borrowers may have a total of three ILL requests on their account at a time. Interlibrary loan privileges may be suspended if:

- a patron habitually requests titles and does not pick them up;
- materials are misused or damaged;
- materials are returned late; or
- a patron has unpaid fees.

Exceptions to the three item limit must be approved by the Adult Services Manager.

Books published within the last six months are not eligible for ILL; however, those books may be considered for purchase by the C-SPL's selectors at their sole discretion. Materials already owned by C-SPL are not eligible for ILL requests. An ILL item can be requested through the C-SPL website, by telephone, e-mail, or through a staff member at a public service desk. Every effort will be used to locate an item requested, including a national search of other library collections. However, C-SPL cannot guarantee the availability of a requested item.

The C-SPL charges \$3.00 to offset the cost of postage for ILL service, which must be paid at the time of pick-up. If the loaning library charges C-SPL to send out the material, the requesting patron is responsible for this charge and will be notified of the charge before the material is borrowed. Items must be picked up within seven days of notification or they will be returned to the lending library. A fee of \$.50 is charged for materials not picked up in addition to the \$3.00 postage fee. These fees will be added to the patron's account.

ILL materials are due on the date set by the loaning library and may not be renewed. On some occasions, C-SPL may receive permission from the loaning library to extend a due date. This will be determined on a case-by-case basis.

Lending Materials:

C-SPL participates in ILL programs in the state of Iowa through SILO and nationally through OCLC.

C-SPL will loan books, audio books, music CDs, DVDs, and Blu-ray formats that are available for checkout and have no outstanding requests to reserve. C-SPL will not loan downloadable content, electronic resources, items on reserve/hold, reference materials including local history, genealogy, microfilm, items from its special collection, or magazines. C-SPL will not loan materials internationally.

C-SPL will make copies of magazine articles or content from materials that do not circulate. The first 12 pages will be provided at no charge. Patrons will be charged 10 cents for each additional page. All ILL requests must be in compliance with U.S. Copyright Law.

The loan period for ILL materials is 30 days. C-SPL does not renew ILL materials unless approved by the Adult Services Manager.

C-SPL will not charge a fine for an item that is overdue. However, the borrowing library will receive an invoice for the replacement cost of an item plus a \$5.00 handling fee for any material that exceeds the due date by two-weeks. If an item is returned prior to the invoice being paid, the borrowing library will receive credit for the material, but must pay the \$5.00 handling fee. Refunds are generally not issued after payments have been processed and will be dealt with on a case-by-case basis.

*By the Library Board of Trustees
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*Patty Poggemiller, President
Library Board of Trustees*