

INTERLIBRARY LOAN POLICY

MERCER COUNTY PUBLIC LIBRARY

Updated July 2013

This is a policy of guidelines for borrowing books, and other materials from **other** libraries. Much effort goes into locating the needed materials. Since these items are borrowed in good faith from other libraries, MCPL requires that our patrons respect this service and abide by the following requirements.

1. Patron must have a Mercer County Public Library card and be in good standing before materials will be borrowed for them.
2. There is a total limit of three (3) books/films/other materials ordered at one time.
3. A minimum of one week (1) must be allowed for delivery of requested materials.
4. A patron will be phoned or emailed when materials have arrived; should phone number or email not be available, a post card will be sent.
5. Materials must be picked up from this library ASAP.
6. Materials must be returned on time. Overdue ILL fines are 25¢ per day, per item, with no maximum. Returning items late may result in the loss of your interlibrary loan privilege.
7. Materials must be returned with the colored identification band. Removal of this band may result in borrower being billed for material.
8. At times our library receives materials marked "IN HOUSE USE ONLY". When materials are received in this manner, a patron will only be allowed to use the material at Mercer County Public Library. It may NOT be checked out; it may NOT leave our library. "IN HOUSE USE ONLY" items will require a copy of the user's driver's license, which will be returned when the item is returned to the Circulation Desk. Microfilm is always used in this library.
9. Many libraries loaning materials charge a fee for their service. Our library will pay up to \$5.00 for an MCPL patron. Any cost above that will be the patron/borrower's responsibility. The patron will be notified of the charge before the order is placed and given the opportunity to confirm or reject the order.
10. A book/material can not be reordered from the same library within six months.
11. Bestsellers/new books are not loaned by other libraries until they are at least six months old. Many libraries do not loan audios, videos, or genealogical materials.
12. If patron no longer needs an item after it has been requested, please notify the ILL librarian at MCPL as soon as possible. MCPL telephone number is 859-734-3680, extension 109.