



Interlibrary Loan (ILL) Policy

Reviewed and approved February 28, 2017

Recognizing that no library collection can meet all of the varied needs of members of the community, the Lawrenceburg Public Library District will borrow materials for its customers from other libraries in the state and around the nation when necessary and appropriate. This policy is developed to coincide with Standards for Indiana Libraries and best practices in general.

This service is available to LPLD cardholders in good standing.

The following materials may be requested:

Books and audiobooks not owned by LPLD *in any format* and not available from our direct reciprocal libraries (Aurora Public Library District and Boone County Public Library in Kentucky). Titles for book discussion groups are an exception.

Titles must have a publication date older than six months.

Materials usually arrive within two weeks of request date. Notification is made through LPLD's regular hold notification system. The loan period is determined by the lending library, and LPLD must allow time for return delivery.

Renewals are not usually permitted on ILL materials, but may be possible through a staff request to the lending library. However, not all libraries allow renewal on ILL materials; any renewal is at the discretion of the lender.

Attempt is first made to obtain materials within Indiana through the State Library. If the item is not available from an Indiana library, the customer has the option to pursue a loan from out of state. With out-of-state loans the customer is responsible for postage costs incurred. Customers can designate a maximum amount they are willing to pay at the time of request. Overdue charges will accrue at the same rate as library-owned materials.

As the process involved with Interlibrary Loan can be quite time consuming for both the borrowing library and the lending library, LPLD reserves the right to limit the number of items requested by an individual customer at any time.

Adopted by the Board of Trustees,

Attested: _____

February 28, 2017

Secretary