

Bloomfield-Eastern Greene County Public Library

Interlibrary Loan Policy

The Bloomfield-Eastern Greene County Public Library is part of a network of state libraries that provide materials to our patrons at no cost. In addition, we have the possibility of ordering from libraries nationwide for a fee. The purpose of interlibrary loan is to obtain, upon request of a library user, material not available at this library. It is a service that supports the mission of the library by providing enhanced access to library materials and information.

Who is eligible?

Patrons in good standing (with no fines or blocks) at our library may place requests for interlibrary loans. Library staff will verify patron status at the time the request is initiated. Requests for photocopies must include indication of compliance with the U.S. Copyright Law. Turnaround time varies depending upon the lending library, but the minimum is usually 1 week. Patrons requesting materials will be notified when the requested material is available for pick-up.

This library must strictly observe any conditions for use of loaned materials that are imposed by the lending library. Conditions might include "Library Use Only", as an example.

The library will maintain records of transactions in order to inform users of the status of their requests and will report ILL activity with monthly statistics, and yearly to the Indiana State Library.

What may be borrowed or loaned?

Patrons may not order anything the library already owns, and should instead place a hold on the item within our library. Items owned by the library for six or fewer months will be considered age protected and not be loaned. In addition, DVDs will not be loaned. Patrons may borrow up to three items through interlibrary loan at a time.

How long is the lending period?

The lending library will set the due date, and whether or not items may be renewed. It is in the patron's best interest to pick up interlibrary loan requests promptly. Patrons who do not return items on time or in good condition are subject to loss of interlibrary loan privileges.

How to request items?

Requests to borrow material are accepted via fax (812.384-0820), phone (812.384.4125) or can be made on the Contact Us page of our website (<http://www.bloomfield.lib.in.us/>).

Is there a fee for ILL items?

There is no charge for lending materials except for insurance, photocopy, fax or mailing costs, if any. Patrons may be required to pay for postage or borrowing charges, if either postage or a borrowing charge is required.

The library will collect any charges for overdue materials, loss or damage from the user who received the materials. The library will be responsible for materials borrowed on behalf of its users from the time the material leaves the lending library until it is returned there. The library will pay the lender for overdue charges, damage, or loss of materials borrowed on interlibrary loan.

Delivery methods

Our library ships materials through Info Express. If you are not an Info Express member, please indicate this on your request so we can ship the item to you via USPS. The borrowing library is responsible for all shipping costs.

Adopted this 15 Day of February, 2012.

Nay

Aye

Dorothy Fuller
Justin Bladen
Carol Salball
Judy A. Scottille
Wendy W. Hobbs
Sara Trampke

Attest: Carol Ann Salball
Secretary