

## SOLDOTNA PUBLIC LIBRARY INTER-LIBRARY LOAN POLICY

The Soldotna Public Library offers Interlibrary Loan Services (ILL) to our Library patrons. The goal of the Interlibrary Loan Services is to provide patrons with access to books/materials at libraries statewide that cooperate with us. The success of this program depends on the prompt return of items borrowed. However, because of staff constraints and the costs involved, the following guidelines must be observed.

- Patrons must hold a permanent card in good standing. Interlibrary Loan service is not available to patrons with expired, temporary, or visitor cards, or to patrons who owe more than \$15 in fines.
- **Only books can be requested through Interlibrary Loan Service. The Library does not borrow audiovisual material from other libraries.**
- **The Library does not borrow items if they are available at the Kenai Community Library.**
- The Library does not borrow items from libraries that charge ILL fees.
- If a number of requests are submitted at the same time, there may be a delay in processing them. Patrons may request up to **4 items at the time**.
- Library staff will contact patrons when the item is available for check out. Most items are received within 3 weeks, but response times vary.
- Items are typically loaned out for 21 days, although the loan period may be shorter depending on the due dates of the owning Library.
- Items may not be renewed. Patrons will be assessed a \$1 fine per day per item for overdue items.
- Patrons who request an item but do not pick it up will be charged \$5 per item to cover the postage.
- Patron accounts will be charged for any damaged or lost item fees.

In addition to the above constraints, the Library will not search for:

- a) Items that the Library has previously borrowed several times for the same person
- b) Items that the Library has unsuccessfully tried to borrow twice within the last year
- c) Items that cannot be verified
- d) Items published within the current and previous year

Adopted by Library Board: April 21, 2014  
Approved by City Librarian: April 21, 2014