

MOORE MEMORIAL PUBLIC LIBRARY

INTERLIBRARY LOAN POLICY

(approved by the Library Board of Trustees on Feb. 28, 2005)

Principles

Interlibrary loan is a transaction by which a library can borrow library material which it doesn't have in its own collection. This service allows Moore Memorial Public Library to provide access to more materials and information than is available in its own collection. Other libraries are also able to borrow materials from this library that are not part of their collection.

Interlibrary loan is a tool to enhance access to materials, not a substitute for developing a library's own collection. Items in frequent demand will be considered for purchase at Moore Memorial Public Library

Conditions of service

Interlibrary loan transactions occur only between libraries. Individuals who wish to request this service must do so from their own library.

Moore Memorial Public Library follows the principles endorsed in the ALA Interlibrary Loan code, the Texas State Library TexNet guidelines, US Copyright Law and US Commission on New Technological Uses of Copyrighted works (CONTU) guidelines, and federal and state laws governing confidentiality of records.

Users

Any patron requesting interlibrary loan service must hold a valid library card from Moore Memorial Public Library. The interlibrary loan borrowing privileges of patrons with significantly overdue materials and/or accrued fines of \$5.00 or more are suspended until these problems are resolved. Failure to return interlibrary loan items on time or to pick up items ordered through interlibrary loan will result in fines and/or suspension of interlibrary loan privileges.

Types of materials borrowed and lent

Moore Memorial Public Library tries to make available a broad range of materials for interlibrary loan, with the following exceptions:

1. Materials that have been published within the last six months
2. Materials in high demand
3. Materials that do not circulate (Reference, genealogical materials, etc.)
4. Materials limited by licensing agreements
5. Equipment
6. Videos, DVDs, microfilm and music compact discs
7. Materials owned by Moore Memorial Public Library which are checked out to other patrons.

The availability of interlibrary loan materials depends on the willingness of other libraries to lend materials. It is not guaranteed. Moore Memorial Public Library reserves the right to refuse to lend other materials or restrict the use of materials lent. Rush requests are accommodated as resources allow.

How to request an interlibrary loan

A patron may request interlibrary loan service at the reference desk, or by mail or email.

Libraries may request that Moore Memorial Library lend materials by email, fax, phone or electronic means.

To request a book through interlibrary loan, the patron should provide the author, the title, and if possible, the year of publication. To request a journal article, the patron should provide the journal title, date of publication, page number of the article, author and title. Requests for photocopies must comply with US copyright law.

Turnaround time

Moore Memorial Public Library tries to provide interlibrary loan service as quickly as possible and attempts to have requests sent out within 24 hours. Service time depends on the lending library and the materials requested. Patrons will be notified by telephone or by email. If no telephone or email is available, the library will attempt to contact the patron by mail.

Interlibrary loan requests generally take from two to four weeks to receive. Materials which are difficult to locate or which are borrowed from out-of-state libraries will probably take longer to locate and to receive.

Loan period

The loan period for items borrowed from other libraries is set by the lending library, which may also impose restriction on the use of their items (such as renewals, in-library usage, etc.). The interlibrary loan of an item will be limited to one request per patron for the same title every three months with the exception of articles from journals or newspapers.

Materials must be returned by the due date listed on the wrapper, unless renewal is authorized. Failure to return these materials on time may result in the loss of interlibrary loan privileges.

For materials lent by Moore Memorial Public Library, the circulation period will be the same as that for regular circulation with one extra week added for transit time.

Materials obtained through interlibrary loan **MUST** be returned to Moore Memorial Public Library to maintain accountability for them. Materials may not be returned to the lending library or another library. The interlibrary loan wrapper on the book may not be removed except by library staff.

Charges

There is no charge for placing a request for interlibrary loan services. There are no charges for photocopies. However, failure to pick up an interlibrary loan request will result in a charge. Overdue fines for interlibrary loan materials are \$1.00 per day with no maximum accrual.

Lost Interlibrary loan materials

If an item received through interlibrary loan is lost or damaged, the patron is responsible for all overdue fines, the cost of the item, any processing fee charged by the lending library, and a \$5.00 processing charge assessed by Moore Memorial Public Library. When materials are lost or returned late, the borrowing privileges of both the patron and Moore Memorial Public Library are jeopardized.

Contact information:

Moore Memorial Public Library
Interlibrary Loan Librarian
1701 9th Ave. N
Texas City, TX 77590
Phone: 409-643-5969
Fax 409-948-1106
OCLC symbol YU6