

INTERLIBRARY LOAN POLICY

- 1) Patrons may order materials provided they have a current Spencer Public Library card, have provided proof of current address & phone, do not have an outstanding bill or have been barred from ordering because of recurring irresponsibility with interlibrary loan materials.
- 2) Interlibrary loan requests are limited to three (3) items at one time. Additional items may be requested by the patron when the initial items are returned.
- 3) Interlibrary loan requests that can be fulfilled through IAShareds will be free of charge. If items are not available via IAShareds and must be borrowed from out of state or an academic library, the patron must pay a two dollar (\$2.00) fee per item at the time of request. Library staff will contact patron to inform them of this option. This fee is non-refundable and no materials will be ordered until the fee is paid to the library.
- 4) All charges for inter-library loaned items lost, damaged, or not returned by the borrowing patron are the responsibility of that patron. All library privileges will be revoked until the bill is paid or the item returned undamaged. If the lending library assesses late charges after the item is returned, the patron is responsible for reimbursing Spencer Public Library for the amount of the charges.
- 6) Books can be searched on the Iowa Locator available on-line through SILO (State of Iowa Libraries Online). If found on the Locator, they will be ordered from a holding library following SILO protocol methods. If the book is not available through SILO, the request will be sent to Northwest Library Services in Sioux City for request from OCLC.
- 7) Audio visual media may be requested through inter-library loans from other Iowa libraries although many libraries will not mail this type of media. No out-of-state requests for this media can be filled. Spencer Public Library cannot guarantee the delivery of any specific titles from other libraries. Patrons must request a specific show date and an alternative date if possible. Patrons must specify the length of time needed for the materials.
- 8) Genealogy materials such as film rolls may be available through interlibrary loan. All requests will be submitted by the library to the Iowa Lakes Genealogy Club. They will order the materials if available. All fees assessed by the lending library will be paid by the patron.