

BONDURANT COMMUNITY LIBRARY



INTERLIBRARY LOAN POLICY

The Bondurant Community Library recognizes the importance of Interlibrary Loan (ILL) to provide materials of specialized interest to supplement the local collection.

In general, these items **shall not** be requested:

- Best sellers (while on list of less than 4 months old).
- Ephemeral materials (pamphlets).
- College texts or other direct curriculum support materials.

Borrowing from other libraries:

The Bondurant Community Library will make every effort to borrow material, mainly books, from other Iowa libraries or out-of-state libraries if not available in Iowa.

Patrons will pay the following expenses incurred in ILL:

Expenses may be, but not limited to:

1. Overdue costs—patron will be assessed these costs when charged by the lending library.
2. Replacement costs—items not returned shall be billed to patron as billed by the lending library. This may include processing costs as well as replacement cost of item.
3. Special handling costs—some libraries request their materials be returned in special ways and these costs will be passed on to the patron.
4. Any interlibrary loan which has been requested and not picked up will have full postage costs billed to the patron if applicable.
5. Any other charges—patrons will be asked to pay other charges such as damage to materials.

Patrons using ILL services must have a Bondurant Community Library card, be a resident of the City of Bondurant, Iowa Open Access patron or rural Polk County, and be in good standing.

Any postage costs for Interlibrary Loan requests for Open Access patrons will be the responsibility of the Open Access Patron.

Number of items—patrons are limited to 3 active Interlibrary Loans at any one time. Patrons who fail to take possession of requested ILL items three times will not be allowed to make further requests for one calendar year.

Loaning to other libraries:

The Bondurant Community Library will loan materials abiding by the rules set forth by the regulators of the ILL program.

Revised by the Bondurant Community Library Board of Trustees

12/2002, 09/2007, 09/2009, 09/2012, 01/2015, 4/2018, 11/2020, 11/2021, 1/2023