



## BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Circulation #6

POLICY REPLACING: June 12, 2007

SUBJECT: Interlibrary Loan

BOARD APPROVAL DATE: March 8, 2016

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### RATIONALE:

The Bracebridge Public Library endeavours to extend the material available to its patrons beyond its own resources by participation in an online Interlibrary Loan (ILLO) system. Bracebridge Public Library agrees to reciprocate with other libraries.

### POLICY STATEMENT:

Staff will offer the Interlibrary Loan service whenever the information requested cannot be filled by the resources owned by the Library, and the information falls within the scope of the INFO Resource Sharing Network Participation Policies and Standards

<http://www.sols.org/files/docs/share/interlibrary/NetParPolicyRev08.pdf>

Bracebridge Public Library will share with other libraries, its circulating materials except:

- all items with a New item status
- items in high demand by our patrons
- items vulnerable to shipping mechanisms

Requests may be placed only with a valid Bracebridge Public Library card, and must be signed out with that same card.

In addition to staff-assisted interlibrary loans, patrons may use the patron-initiated request via the Library's website. In those instances, Bracebridge Public Library is not responsible for patron request errors. Patrons will be notified if requested material is not available.

Interlibrary loans will adhere to Circulation Policy #4 – Circulation of Library Materials and Circulation Policy #5 – Fines & Fees, where applicable.

Bracebridge Public Library loan periods and fines will apply to ILLO material, unless otherwise stated by the lending library. Renewals are at the discretion of the lending library.

A patron with overdue ILLO materials may not request a renewal of those materials, and will be restricted from borrowing any other ILLO materials until the



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overdue ILLO materials are returned. Fines of \$5.00 or more on the patron's account must be paid to below \$5.00 before their ILLO request is processed.

When applicable, any costs for interlibrary loan materials may be passed on to the requesting patron.

### RELATED DOCUMENTS:

INFO Resource Sharing Network Participation Policies and Standards

Confidentiality Policy

Circulation Policy #4 – Circulation of Library Materials

Circulation Policy #5 – Fines & Fees

Online Interlibrary Loan Form