

Interlibrary Loan Policy

The Polk City Community Library Board has deemed the following policy for Interlibrary Loan.

Interlibrary loans are a service offered by the Polk City Community Library. The Polk City Community Library must follow the rules set forth by the regulators of the ILL program.

Following are the major guidelines affecting the Polk City Community Library:

The borrowing library must request using protocol established by SILO (State of Iowa Libraries Online.)

Renewals are at the discretion of the lending library only.

The following is a guideline set forth by the Polk City Community Library Board. Customers will be allowed to order 3 Ill's per month then the following will go into effect:

There will be a \$1.00 charge for each ILL received to help offset postage charges. This must be paid at the time of request. If the material requested can not be borrowed this money will be returned to the borrower.

There will be a fine of .25 per item per day if ILL is not returned by the due date set by the Polk City Community Library. If material should be destroyed the borrower will be responsible for replacement cost.

You must have an active Polk City Community Library card and be in good standing (meaning no fines or overdue at time of request) to request an ILL. If children nine or younger are requesting material they must have parents' approval prior to borrowing any material.

ILL loans may be ordered for citizens of Polk City and rural Polk County.

A customer may request a maximum of 3 items per request.

A staff member will notify customer when the material has arrived. The customer will have 4 days to pick up material. If the materials is not pick up in the designated time allowed it will be returned to the lending library. The \$1.00 fee will not be returned even if the borrower does not pick up the item.

Upon the discretion of the Library Director, the interlibrary loan policy may be overridden.

Accepted by the Polk City Community Library Board on _____.

