

INTERLIBRARY LOAN POLICY

I. PURPOSE

To establish a policy for Interlibrary Loan Requests for Alamogordo Public Library patrons.

II. POLICY

An Alamogordo Public Library card holder, with the exception of **Digital Services, Non- Resident** and **Reciprocal Borrower** status, is eligible to request the library's interlibrary loan service.

The card holder must be in good standing with library to request this service. A submission of an interlibrary loan request form from the patron will serve to indicate that the card holder agrees to abide by the borrowing and lending library rules.

III. DESCRIPTION OF SERVICE

Interlibrary Loan (ILL) is a service offered by the Alamogordo Public Library. Through interlibrary loan, patrons can borrow materials from other libraries nationally and internationally.

IV. Borrowing Rules are as follows:

- *The borrowing limit at any one time is 5 (five) per patron.
- *The patron is required to pay for the cost of postage upon arrival of the material.
- *Per institutional requirements, a borrowing library must comply with the lending library rules.
- *For material copy requests such as journal or magazine articles, patrons are responsible for compliance with the United States Copyright Law, Title 17. U.S. Code and its guidelines.
- *Items must be returned with all attached paperwork to a circulation staff employee. Do not place in any book drop or on any counter.
- *Late fees are \$1.00 per day.
- *Patrons will be responsible for paying lost or damaged charges as invoiced by the lending library and payment must be in the form of a personal check or money order.
- *If a patron chooses to pay a lending library's fees, the charge will be collected upon patron acceptance and payment will need to be in the form of a personal check or money order.
- *Items that can be borrowed are books and periodical articles.
- *Items that may not be borrowed are:
 - New books within 1 year of publication
 - Audio-visual materials
 - Reference materials
 - Entire issues of periodicals
 - Mass-market/dime store paperback books
 - Microfilm/microfiche
 - Special collection and rare or archival items
 - Items valued at \$10.00 or less.

Note: Failure to comply with the lending or borrowing library rules may result in a loss of the ILL privilege.