

## **Camden County Library District Policy Manual**

### **Section 2. Operating Policies**

#### **Subsection 4. Interlibrary Loan**

Interlibrary Loan through Missouri Evergreen Consortium is a service that allows patrons to borrow books and other items from the 50+ members of the Missouri Evergreen Consortium. Missouri Evergreen Interlibrary Loan requires a CCLD or Missouri Evergreen library card in good standing. There is no fee for this service. Camden County Library District loan rules will apply for these items. The owning library determines which types of materials they will send (books, DVDs, C.D.s, audiobooks, etc.) Items that are owned by other libraries and not returned will be billed to the patron at the cost determined by the owning library. Library borrowing privileges are suspended if items are not returned, and restitution is not paid. **The Camden County Library District gets billed for these items, and therefore no waivers of this rule are allowed.**

#### **Interlibrary Loan outside of Missouri Evergreen Consortium**

Interlibrary loan is a method by which libraries can supplement and share their collections by borrowing materials from or loaning materials to other libraries. By this means, individual libraries can request specific information or titles from other libraries.

- **Renewal** – Renewal is determined by the lending library’s policy. If the lending library does not renew, the materials may be requested again after the material is returned to the owning library.
- **All material is subject to recall** – If the lending library requests a book be returned prior to the assigned date due, the materials must be promptly returned. The material can be requested again.

#### **The following is a guideline of types of materials available through interlibrary loan.**

1. **Subject request** – If, after a thorough search of our own resources, material on a specific subject is not available, interlibrary loan (I.L.L.) may be used. The request should be as specific as possible and submitted on the appropriate subject request form with as much information as is available on the topic. Sources already checked should also be included to keep the lending library from duplicating our own search.
2. **Common topic** – If a book is requested for I.L.L. on a common topic: i.e., Houseplants, Dog Training, Home Repair, an effort should be made to substitute a book from our own collection if possible. If information is not sufficient, or if the patron wishes to read only a specific title, it will be requested through I.L.L.

3. Fiction, Juvenile, and Ebooks that are not available in our system may be requested through I.L.L.
4. Periodicals – If a patron requests a specific article that is not available in our system, we will request it through I.L.L. Patron must agree to pay any fees charged by the lending library.
5. Genealogical and local history materials – These materials are often rare and irreplaceable and will not be loaned by many libraries. Any fees charged will be passed on to the patron.
6. Audiovisual equipment and materials – Films, filmstrips, cassettes, recordings, etc. may NOT be borrowed through I.L.L. outside of the Missouri Evergreen Consortium.

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