

Interlibrary Loan Policy

The Urbandale Public Library supplements its collection with an interlibrary loan service that enables the Library to borrow materials from other libraries. Through this service, the Library enhances and extends the materials available to its customers and the community.

Guidelines

- An Interlibrary Loan Request form must be filled out for each item requested.
- A maximum of ten active interlibrary loan requests are allowed. Active requests are materials being searched for and those on loan.
- Interlibrary loan requests are not accepted for materials published within the last six months or for materials owned by the Library. Requests are accepted if materials owned by the Library are lost or more than two months overdue.
- A \$1.50 fee is charged for each interlibrary loan request filled. If filled requests are not picked up, the \$1.50 fee is still charged. In addition, customers are responsible for fines or fees charged by the lending library and for the replacement cost of lost or damaged materials.
- Interlibrary loan privileges are suspended if outstanding fines and fees exceed \$9.99. Privileges are reinstated when outstanding fines and fees are below \$10.00.
- Notification is made when interlibrary loan requests are filled or if interlibrary loan requests are unavailable.
- Loan periods and renewals are at the discretion of the lending library.
- Interlibrary loan materials must be returned to the Urbandale Public Library, not to the lending library.

Adopted by the Urbandale Public Library Board of Trustees, February 25, 2013