

John Ed Keeter Public Library

Interlibrary Loan Policy

Interlibrary Borrowing:

Users

All John Ed Keeter Public Library cardholders may request interlibrary loans as long as they are in good standing with no overdue items or fines \$3.00 or over.

How to submit a request

Patrons may submit an interlibrary loan request online or in person.

What can be borrowed

Books, audio, videos, articles and photocopies from materials may be requested. Some requests may not be filled due to high demand, inability to locate, per library restriction policies (media items), or rarity of item.

Loan Period

The loan period is designated by the lending library.

Fees

Borrowers must agree to pay return postage for a typical interlibrary loan. This must be paid at the time of pick up. If the lending library charges a fee for a certain item, the patron requesting the item will be notified prior to filling the request.

Lost and overdue charges

Lost, damaged, or stolen interlibrary loans are subject to the lending library's rules and regulations. Upon notice that an interlibrary loan cannot be retrieved, the person in charge of interlibrary loans will contact the lending library as to the charge of said material. Charges for lost or damaged materials, as well as overdue charges for interlibrary loan, is the responsibility of the borrower.

Renewals

Patron must give one week notice if wishing to renew his/her loan. Renewals may only be given with permission by lending library. No renewals can be made unless the library has been given proper notice.

Interlibrary Lending:

Users

The John Ed Keeter Public Library will loan materials to all Texas libraries. All individuals wishing to borrow an item from our collection must initiate their request through a library.

How to submit a request

Texas libraries may submit requests online by mail, fax, or phone.

What can be borrowed

The library endeavors to make available the broadest range of materials for interlibrary loan, with the following exceptions: Reference materials, audio/visual media, and newspapers. The library also reserves the right to refuse to lend materials (such as local histories, rare materials, bestsellers and other various media). As a lending library we reserve the right to have veto power on each item request.

Loan Period

Items will be checked out for four weeks. This allows for two weeks transit time and for a two week check out to your patron. If an item is not on reserve for another patron, the item may be renewed. There is a limit of two renewals.

Fees

The John Ed Keeter Public Library does not charge for lending materials.

Lost interlibrary loan materials

The Saginaw Public Library will assess a fee on a lost item equal to the replacement cost of the item, plus a \$5.00 processing fee. The borrowing library is responsible for the payment of this fee.

Photocopies

Up to 5 pages will be provided, with copyright limits. The charge for photocopies is 25 cents per page. Materials will be photocopied from hard copy or microfilm.