



Interlibrary Loan Policy

Introduction

Interlibrary Loan is a library material resource-sharing process. This service enables our library to borrow materials from other libraries and reach beyond the limitations of our own collections and resources.

Who can request this service?

This service is available to any Laurens County Public Library card holder who is in good standing.

How is request made?

An interlibrary loan request may be made by completing the request form available on our library website under the "Services" tab. One library card may request up to five items at a time, including pending requests.

What kinds of materials may be requested?

- Books
- Microfiche

Can and ILL be cancelled?

Because of the time, lending fees, and expense required for processing ILL requests, the patron may not cancel a request once it has been submitted.

When an item is requested and comes in, and the patron is notified, there is a seven-day window for picking up the item. If the patron fails to come by for the item within that window, the library will charge the patron's account a fee of \$2.00 per request.

How long is the lending period for interlibrary materials?

The loan period for material borrowed is for three weeks. Interlibrary loan materials are not eligible for renewals.

How will ILL materials be returned? What if they are late, damaged, or lost?

ILLs must be returned on time. All interlibrary loans must be returned inside the library. Any late interlibrary loans will be assessed at \$1.00 per day. If there is any damage to an interlibrary loan item or an interlibrary loan item is lost, the patron will be responsible for the lending library's replacement cost. ILL privileges will be suspended if the patron damages or loses five items.