

Interlibrary Loan Policy Laurens County Library System

Borrowing

The purpose of Interlibrary Loan is to provide materials not available in the Laurens County Library System. This privilege is available to Laurens County residents with a current Laurens County library card in good standing. Requests may be made at any location, or by phone. Each patron may have up to 5 pending or filled requests at one time. Due dates are determined by the lending library and renewals may not be possible. Interlibrary loan privileges can be refused on the basis of repeated requests not picked up, repeated overdues, and other misuse.

The following items are unable to be requested:

- Materials held by the Laurens County Library system
- Items published within the last twelve months
- Entire copies of magazines or periodicals
- Class textbooks

FEES

Although most requests have no fees, some libraries do charge for loans/copies. These charges are the responsibility of the patron requesting the material. Any amounts charged by the lending library will be billed to the patron's record even if the material is not picked up. Patrons will be notified of any known charges before the request is sent and asked if they will accept these fees.

Patrons are responsible for items checked out on ILL, including fines, damages or loss, as assessed by Laurens County Library System, or the lending library.

LENDING

Laurens County Library will lend to any reciprocating library. There is no charge for book loans or for postage; photocopies are \$.15 per page. Items are lent for four weeks. Receiving library will be assessed damage or lost fees when necessary.

Laurens County Library does not loan:

- full issues of magazines/journals
- books less than 12 months old
- most genealogical materials

Approved by the Laurens County Library System Board of Trustees October 14, 2009.

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