

**BARTLESVILLE PUBLIC LIBRARY**  
**INTERLIBRARY LOAN (ILL) POLICY**

**DEFINITION:**

The Bartlesville Public Library includes a cooperative library service known as **Interlibrary Loan**. Interlibrary Loan is a service whereby eligible library borrowers may place requests for material not currently housed in the Bartlesville Public Library Collection, which may be available from a cooperating library or library system elsewhere. The library subscribes to the American Library Association Interlibrary Loan Code, appended to this policy.

**A. ELIGIBLE LIBRARY BORROWERS -**

1. Must be current Bartlesville Public Library Cardholder in good standing. Library cards with outstanding balances of \$5.00 or more will be blocked.

**B. REQUESTS AND RETURNS -**

1. Requesting borrowers must submit a current Bartlesville Public Library card and an Interlibrary Loan Request Form obtained from the Reference Department before requests will be processed.
2. No telephone requests are accepted.
3. All Interlibrary Loan Materials must be returned to the Reference Area.

**C. FREQUENCY OF REQUESTS -**

Due to the volume of requests, the Bartlesville Public Library reserves the right to limit the number of periodical requests to ten (10) per week per individual and all other requests to five (5) per week per individual.

**D. RENEWALS -**

Because materials are usually loaned for longer than 14 days, Interlibrary Loan Materials may not be renewed.

**E. FINES, LOST/DAMAGED MATERIAL, AND PROCESSING FEES -**

1. A borrower who fails to return Interlibrary Loan Material(s) will be charged the cost of the unreturned item(s) plus any fees charged by the lending library.

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2. If ILL materials are returned damaged, the borrower will be responsible for any fees charged by the lending library.

**F. LOSS OF BORROWING PRIVILEGES -**

1. Any borrower who fails to return Interlibrary Loan Material after receiving an overdue notice will have his library borrowing privileges suspended until the account is cleared.
2. The Bartlesville Public Library will reinstate borrowing privileges when library material(s) are returned and full payment is made for outstanding charges.

**G. TYPES OF REQUESTS -**

1. The Bartlesville Public Library will make all necessary efforts to provide the requested material for the library user. The Library sets few limits on the type of material that may be requested through Interlibrary Loan, however, the lending library may have its own policies.

Due to the cost of Interlibrary Loan service currently absorbed by the Library, we will not interlibrary loan items that patrons can easily obtain locally at nominal cost. Example: popular movies on video which can be rented for minimal cost at local video stores.

2. If for some reason a borrower's request cannot be filled, the Bartlesville Public Library Reference Area will notify the borrower promptly on the status of the request.

**H. FEES -**

1. Any fees for Interlibrary Loan Materials will be passed on to the borrower.
2. A return postage fee of \$2.00 will be assessed on all Interlibrary Loan requests. Payment must be made at the time of the request. If the request cannot be filled, the return postage fee will be refunded.