

## **Deer Park Public Library**

### **Interlibrary Loan Policy**

Interlibrary Loan (ILL) exists as a service to allow the sharing of materials between libraries. No single library can own every item a patron may need; Interlibrary Loan helps to make available resources not owned by ones local library.

Deer Park Public Library provides Interlibrary Loan service in accordance with the Interlibrary Loan Policy for the United States, prepared by the Interlibrary Loan Committee, Reference and User Services Association (RUSA), 1994, revised 2001.

#### **Who may request an ILL?**

Patrons need a valid Deer Park library card to make a request. The library card must be in good standing with no fines, no outstanding lost library materials, and no other blocks on the card.

Patrons may lose ILL privilege if they fail to pick up materials ordered through ILL on two or more occasions, return ILL materials late, or damage materials requested through ILL. Lost ILL materials that are not handled in a timely fashion will result in the loss of ILL privileges.

#### **What may be requested?**

- Books and audio books not owned by Deer Park Public Library (unless the item is more than 4 weeks overdue or is lost), which have a copyright date that is at least one year old.

#### **What will not be requested?**

- Materials on order by Deer Park Public Library
- Rare books, reference books, or magazines (except for photocopies of specific pages or articles)
- Films (e.g., VHS, DVD, etc.) and music
- Computer Software and electronic resources
- Textbooks

### **What is the length of checkout for ILLs?**

The length of checkout is usually at least 14 days. The length of time may be shorter if there has been a shipping delay or if the lending library restricts the loan period for its own purposes.

Please be aware that the lending library can request a recall of a book needed by their library at any time. Materials must be returned immediately upon request.

Requests for renewals must be received before the due date. Requests made after the due date will automatically be denied.

### **How many ILLs can a patron have at one time?**

Patrons may have 5 active ILL requests at one time. An active ILL request includes materials on order and those currently checked out.

### **How do I make an ILL request?**

Requests may be made in person using an ILL Request Form or online through the "Interlibrary Loan Request" Action Item located at the bottom of the Library's homepage (<http://www.deerparktx.gov/library>). If patron is using the catalog, then they must indicate they are willing to pay the \$1.00 return postage fee.

### **Are there any costs charged by Deer Park Public Library for interlibrary loaning materials?**

Yes, there is a fee of \$1.00 per item due when the item is picked up to help defray the cost of shipping. This fee will be charged to the patron's account automatically upon material's arrival at the Deer Park Public Library. Patrons who fail to pick up ILL requests will still be responsible for this fee.

### **What happens if the item is lost or damaged?**

The patron is responsible for any damage to ILL materials checked out under his/her library card. The library that owns the material will determine fees for any damage.

Loss of ILL materials will result in charges for the replacement cost of the material, a processing fee, plus any late fees (up to the cost of the material) incurred before the material was reported as lost.

**What materials will Deer Park Public Library NOT interlibrary upon request of another library?**

The following materials owned by Deer Park Public Library are not eligible for interlibrary loan:

- High demand materials such as items on student reading lists, best sellers, items on reserve for a DPPL patron, new books (books either classified as new or published within the last year,)
- Memorial books
- Rare materials
- Reference materials
- Periodicals
- AV materials (e.g., audio books, DVDs)
- Telephone books