

## **Watauga Public Library Interlibrary Loan Policy**

Watauga Public Library participates in the nationwide interlibrary loan program to expand information and resources available to Watauga patrons. The Library both borrows materials for its users from participating libraries, and loans materials to other users through participating libraries.

### **Borrowing Policy**

Interlibrary loan requests for items not owned by this Library system are forwarded to Fort Worth Public Library. Patrons will be contacted when requested materials are received, or when the request is returned unfilled. This process can take from two to four weeks. The following are requirements for the borrowing process:

#### **Users**

All users must have a valid library card and be in good standing.

#### **Requests**

Users must complete the Interlibrary Loan Request form (copy attached). Users may place up to five requests at one time. These requests may be submitted via telephone, mail, fax, or electronically.

#### **What Can Be Borrowed.**

This is determined by the lending library. Books, audio, videos, articles, and photocopies from materials may be requested. Some requests may not be filled due to high demand, inability to locate, or rarity of item. These include bestsellers or books with recent publication dates, books recently made into movies or featured on popular talk shows, reference materials, local history and genealogy materials, holiday books, and audiovisual materials.

#### **Loan Period**

This is determined by the lending library.

#### **Fees**

If the lending library charges a fee for a certain item, the requesting patron will be notified prior to filling the request. The user is responsible for paying the return postage on each item requested.

#### **Lost and Overdue Charges**

Users are responsible for paying a late charge of \$.25 per day per item. Charges for the replacement of lost or damaged materials are also the responsibility of the borrower. These costs are determined by the lending library.

Approved by Library Board: 10-19-92  
Revised by Library Board: 5-16-96  
Revised by Library Board: 7-14-05  
Approved by City Council: 7-25-05

## **Lending Policy**

### **Users**

The Watauga Public Library will lend materials to all established libraries. Those wishing to borrow materials from this Library must initiate their request through an established library.

### **Requests**

Watauga Public Library will lend through the Fort Worth Public Library Interlibrary Loan Department.

### **What Can Be Borrowed**

Any decision to loan materials is made at the discretion of the Library Director or designated staff member. The library may not loan: local history materials, genealogy books, multimedia, bestsellers, periodicals, holiday books, Reference books, or materials with a publication date within the last year.

### **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 the patron. If an item is not on reserve for another patron, the item may be renewed. There is a limit of one renewal.

### **Fees**

The Watauga Public Library does not charge for lending materials.

### **Lost Materials Charges**

The Watauga 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 50 pages will be provided, with copyright limits. There are no charges for photocopies.

A statement of the Library's current Interlibrary Loan Policy will be available online on the North Texas Regional Library System home page.

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