



## **Interlibrary Loan Policy**

*The Watauga Public Library participates in the nationwide Interlibrary Loan Program to expand resource availability to patrons with a Watauga library card. 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 are for items not owned by this 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 – Borrowers must be residents or property owners in Watauga with a valid library card in good standing. Good standing means a card must be current without fines over \$5.00.
- Cardholders from other cities are required to request interlibrary loans from their home library.
- 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 in person or electronically.
- What Can Be Borrowed - This is determined by the lending library. Books, audiobooks, CDs, DVDs, articles, and photo-copies ~~from~~ materials may be requested. Some requests may not be filled due to high demand, inability to locate, or rarity of an 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 may select a maximum fee they are willing to pay when filling out 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 \$.50 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.

## **Lending Policy**

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.

- 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 at no charge, with copyright limits.

Approved by Library Board 10/19/1992  
Revised by Library Board 05/16/1996  
Revised by Library Board 07/14/2005  
Approved by City Council 07/25/2005  
Revised by Library Board 09/29/2011  
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