



## **Interlibrary Loan Policy**

adopted May 16, 2013 by the North Richland Hills Library Board

### **Borrowing Policy**

Patrons may request materials not owned by the North Richland Hills (NRH) Public Library through Interlibrary Loan (ILL). This allows us to provide our patrons with material that is not available through our library. The following rules apply to the borrowing of ILLs:

- Materials may be requested for loan from another library when the requested item is not owned by the NRH Library or is owned by this library but is billed or missing.
- Patrons using ILL services must have their own NRH Library card, with no overdue items or fines in excess of \$5.00.
- There is a limit of ten open requests at one time per patron.
- Length of time and other conditions of the loan are set by the lending library. No renewals are permitted without approval of the NRH Library ILL coordinator. All borrowed materials are subject to recall by the lending library.
- Fines and fees for overdue, lost or damaged items are the responsibility of the patron. Fines will be charged at \$1.00 per day, per item.
- Patrons must pay for lost or damaged ILL materials. Failure to pay fines or charges from lost or damaged ILL materials will result in the loss of all NRH Library and ILL privileges being suspended until the patron's account is cleared.
- Patron Confidentiality for Interlibrary Loans is in compliance with the NRH Library's Patron Confidentiality Policy.

### **Lending Policy**

Other libraries may request materials from North Richland Hills Public Library for their patrons. North Richland Hills Public Library adheres to the Amigos Resource Sharing Agreement and the Reference and User Services (RUSA) Interlibrary Loan Code for the United States. The following rules apply to the borrowing of ILLs:

- Requests must be submitted via Texas ILL System.
- The loan period is 6 weeks and may not be renewed.
- The decision to lend materials is made at the discretion of the NRH Library's ILL coordinator.
- The NRH Library will notify the requesting library when unable to fill requests.
- The NRH Library does not lend reference books, local history or genealogy materials, periodicals, eContent or books currently on the new bookshelf.
- Scanned material up to a total of five pages will be made available without charge. After that number, a fee of \$.20 per page will be charged. The NRH Library will not scan more than five articles from a periodical for any single borrower. The NRH Library will comply with the U.S. copyright law (Title 17, U.S. Code) and its accompanying guidelines.
- Fees for lost or damaged materials will be assessed based upon the replacement cost of the item plus a \$13.00 processing fee. The borrowing library is responsible for this fee.
- The borrowing library is responsible for all costs associated with the return of NRH Library materials.