

Laguna Public Library

Inter-Library Loan

(Effective October 15, 2010)

The Laguna Public Library participates in the NM State Library Inter-library Loan (ILL) Program. The ILL program attempts to borrow materials the Laguna Public Library does not currently have, from participating libraries.

The purpose of the following guidelines are to ensure a continued positive relationship with the NM State Library ILL program and the opportunity for patrons to have access to items not available at the Laguna Public Library. This service is free of charge but due to economic and budget status, there may be charges in the future.

Eligible Borrowers:

- Requestor must be 13 years or older, in good standing (i.e. not have more than one overdue book, lost book fines, or more than 3 ILL non-pickups) and have a Laguna Public Library Card with current address, phone number, and email address (if applicable).

To Request Materials:

- Requestor must submit the title, author, and ISBN of each item. Include contact information; phone or email. Requests are accepted in person, through email, and over the phone.
- Library staff will place the request online through the NM State Library ILL program.

Request Limits:

- There is a limit of 3 items a requestor can borrow or request at one time from ILL. When the materials are returned, up to 3 more can be requested.

Material Type:

- Some types of materials (i.e. popular materials, videos and sound recordings, reference material, periodicals, software, rare, archival or fragile items) are not available for lending by other libraries.
- Material currently in the Laguna Public Library collection will not be requested unless it is considered lost or missing.

Timeframe of Request:

- Requests usually take 1 -2 weeks to fulfill. If an item is unavailable we notify the requestor. Popular items may not be available or will take longer to fill.

Picking up materials:

- Library staff will contact the requestor when the item has arrived.
- The requestor has one week to pick up the item. If item is not picked up in one week, it will be returned and a non-pick up will be listed for the requestor. Three or more non-pickups will result in the loss of ILL privileges for a year.
- Upon receiving the material, the requestor will sign the appropriate form and receive due dates and renewal information.
- The requestor will be the only person allowed to pick up and sign for materials. If requestor is unable to pick up materials, the requestor must notify the library with the name of the person picking up the material. The person must be 13 years or older.

Due Dates and Renewals:

- The library lending the material sets the due date. The loan period is usually two weeks.
- Items need to be returned by the designated due date.
- Renewals are only available if the lending library allows. Please contact the library four days before the due date.
- If a renewal is allowed, there is a renewal limit of one per item. If item is needed longer it will need to be sent back and be processed as a new ILL request transaction.

Overdue, lost or damaged material:

- If an item is not returned on the designated due date or prior arrangements have not been made, the item will be assessed a \$0.50 per day per item overdue fine up to a week (library business days). After a week, the item will be considered lost and the borrower will be responsible for any charges assessed by the lending library (i.e. cost of item, processing fees, etc.).
- For damaged items, the patron will be responsible for any charges assessed by the lending library (i.e. cost of item, processing fees, etc.). More than 3 damaged items will result in the loss of ILL privileges for a year.
- In cases of items significantly overdue or damaged and not paid for by the borrower; the borrower will no longer be allowed to request items through ILL for a period of one year from when invoice was submitted by payment from Laguna Public Library. At that time, library services will be deactivated (i.e. checking out materials and computer account).

Lending materials to other libraries:

There will be no charge to lend materials from the Laguna Public Library's collection to other libraries. If an item is not returned by the borrowing library to the Laguna Public Library, the borrowing library is responsible for the replacement cost of the item.

Loan Period

- Laguna Public Library materials will be loaned to other libraries for two weeks with one renewal.

Format of Requests Accepted

- The Laguna Public Library will only accept requests submitted through the NM State Library ILL Program.

Materials Loaned to Requesting Libraries

- In order to insure that Laguna Public Library users have access to the latest materials, the following items will not be loaned through interlibrary loan: popular books; books with long reserve lists; audio-visual materials; reference material; periodicals; Laguna Pueblo Collection, and archival, rare, or fragile items.