



## **Interlibrary Loan Policy**

The Glenwood-Lynwood Public Library District offers Interlibrary Loan services to any patron who holds a current RAILS Library card in good standing. There is no charge for this service unless levied by the lending library or system headquarters.

### Requests from Glenwood-Lynwood Library for materials elsewhere

The Glenwood-Lynwood Public Library District will attempt to interlibrary loan any materials not available in our collection. Staff will pursue all requests on a local, regional, state or national basis.

Rush requests will be handled as rapidly as possible and staff will call the lending library to verify availability of materials.

Patrons will be notified of charges before materials are requested. Once charges are approved by patron, they will be collected, even if material is not checked out. Over dues will be pursued in accordance with the RAILS-ILL policy. All overdue fines or charges for damaged materials will be the responsibility of the patron and be placed on the patron's record

### Requests for Glenwood-Lynwood Library materials by other libraries

The Glenwood-Lynwood Public Library District staff will handle all requests for materials from its collections within a 24 hour period. If materials are not available the requesting library will be notified within the same time period.

The Glenwood-Lynwood Public Library District will loan any material which is in the library collection. Complete issues of periodicals may also be requested. Reference materials will circulate at the discretion of the Reference staff.

Rush requests submitted by phone will be honored on all materials within a 4 hour period.

Copies of materials will be supplied, up to 20 pages per request. Above 20 pages, a fee of \$.10 per page will be assessed to the borrowing library.

Charges for damaged materials will be the cost of the item and a \$5.00 processing fee.