



INTERLIBRARY LOAN (ILL) SERVICE POLICY

To provide access to materials to its patrons, the Marion Community Library (MCL) participates in an Interlibrary Loan (ILL) system; a service where libraries request materials from, and supply materials to, other libraries within a network. The conditions of this service are set by the interlibrary loan policies established in the TexShare interlibrary Loan Protocol, and the policies established by the Texas State Library and Texas Group, the statewide interlibrary networks.

Qualifications: MCL Members

You must be a member of Marion Community Library for at least three (3) months, in good standing, along with an active borrowing history to utilize the ILL service. (TexShare Members and Guest Card holders are excluded from this Service.)

Item Requests: MCL Members

- No more than three (3) ILL items may be in process at any one time. (Includes Items: Requested, Pending, or Received)
- Requests for items we currently have in our collection will NOT be accepted.
- Requests for items that have been published within the last six (6) months will NOT be accepted.
- Copyright compliance is the sole responsibility of the requester.
- Renewal requests are at the discretion of the lending library.
- Must be 18 years old or older.

Please note that there is no guarantee a requested title will be loaned out. Lended materials may take between two (2) to six (6) weeks to arrive. A loan or copy of any material may be requested from another library, but the lending library will decide in each case whether or not a particular item can be provided. Items are subject to a \$1.00 per day late fee that will be applied to the patron's account.

Though you may ask, most libraries will not ordinarily lend the following types of materials:

- *Newly published materials.*
- *Old, rare, or valuable materials.*
- *Reference, Texana and genealogical materials.*
- *Audio and videocassettes, sound recordings, and motion picture films.*
- *Entire issues of periodicals and multi-volume sets.*
- *Material in high demand at the lending library, including but not limited to, curriculum materials or textbooks.*
- *Scripts, screenplays, libretti, and scores.*

Requested Item: Pick Up

- The Marion Community Library card or state-issued identification card associated with the ILL request(s) must be presented when picking up ILL items.
- Requested materials must be picked up within five (5) business days of notification by MCL staff via telephone, text, or email.
- If an item is lost or damaged, you are responsible for the replacement cost plus any additional processing fees assessed by the lending library.
- ILL service is currently free of charge but there is a **return postage fee of \$3.00 for any unclaimed items**. The postage fee will be applied to your account if you do not pick up the item or cancel it while it is in transit from another library.

Interlibrary Loan is dependent upon the generosity and goodwill between libraries. Please be careful with the lending library's property and return it on time.

Request Item: Cancellation

- Should you decide to cancel your ILL request you will need to notify us by calling the library at (830) 420-4022 or email us at mcommunitylibrary@gmail.com so that we can submit the cancellation request on your behalf.
- If the request cannot be canceled because it has already been filled by a Lending library, you are required to pick up your ILL item or be charged a **return postage fee of \$3.00 for any unclaimed item**.

Your cancellation is not guaranteed until you are contacted by an MCL staff member with confirmation of the cancellation.

Item Requests: Borrowing Libraries

- A loan or a copy of any material may be requested by another library, but the Marion Community Library will decide in each case whether or not a particular item can be provided.
- MCL circulation rule for ILL items is 3 weeks with no renewal.

Please keep in mind that most materials borrowed or photocopied through ILL are copyrighted. Compliance with copyright law is the responsibility of the patron. *(See Title 17, United States Code)*

Materials MCL will NOT lend to other libraries:

- *Materials owned by the Marion Community Library that are temporarily in use.*
- *Multiple copies of a title for class or other group use.*
- *Titles not yet published or published within the last six (6) months.*

- *Periodicals.*
- *Reference, Texana, and genealogical materials.*
- *Old, rare, or valuable materials.*
- *Multi-volume sets.*
- *Materials in high demand at the Marion Community Library, including but not limited to, curriculum materials or textbooks.*

Refunds: MCL Members and Borrowing Libraries

Payment must be made for materials lost or damaged while checked out to the borrower. Charges for lost or damaged items are determined by the lending library so the payment amount cannot be determined until the lending library has been notified and responded with the cost. NO REFUNDS will be made for lost and paid ILL materials that are subsequently found.

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Contact Information:

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