

Interlibrary Loan Policy for Blake Memorial Library

An interlibrary loan is library material, or a copy of it, made available by one library to another.

Loan Purpose

The purpose of interlibrary loan is to obtain materials not available at the Blake Memorial Library (BML), and to loan such items to other libraries requesting them. Actual items or copies of items may be borrowed or loaned. BML participates in the VT Department of Libraries interlibrary loan program through CLOVER.

Interlibrary Borrowing

The service is offered to all registered patrons.

Materials that can be borrowed

Books in various formats, as well as audio CDs, DVDs, language tapes, and other education materials not owned by the library may be borrowed. Photocopied articles from unowned periodicals may be obtained for a borrower. Materials owned but missing from the library collection may also be obtained.

Materials not borrowed

These materials include books that are on order and materials that are too new, though we will try.

Fees

Items are not requested from libraries that charge fees. Exceptions to this guideline are:

- Photocopies for which a patron indicates he or she is willing to pay fees. BML will try to obtain such articles. The patron is responsible for the articles' cost and must pay all fees by check made out to the lending library.
- Photocopies more than 20 pages in length. Many lending libraries charge for photocopies over 20 pages in length; the patron is responsible for paying this cost.

Making a request

Interlibrary loan requests can be made in person, via email, or by phoning BML.

Request limitations:

- No more than 5 requests per patron at a time unless there is special permission granted.
- Only print materials, audio CDs, DVDs, language tapes, and other education materials.
- Other material types will be ordered in special circumstances.
- Renewals and extensions may be denied when the items are overdue
- A title may be requested only once per household in a three-month period except by special permission

Patron notification

Patrons are notified when requested materials are in the library by telephone or by e-mail.

Borrower responsibilities

The borrower is responsible for:

- Returning materials on time. Since BML does not charge fines, anyone who is consistently late will no longer have the privilege of obtaining interlibrary loans.
- Paying for lost or damaged items. BML will request a bill from the lending library, and the patron must pay the bill via a check made out to the lending library. If the patron does not make payment to the lending library, BML will assume responsibility for payment. The patron will be barred from library services until the bill is paid.

Loan period

Items will be checked out according to the due date given by the lending library. If the patron needs a Renewal, the patron must either call the library to ask for a renewal or come to the library. Renewals are not automatic. The lending library will be contacted, and if they agree to renew, the patron will be informed. If not, the patron must bring in the materials as soon as possible if the item is due.

Suspension of borrower privileges

Interlibrary loan service may be suspended for patrons who abuse the privilege.

Interlibrary Lending

The service is offered to all libraries within the CLOVER system.

Materials that can be lent

Books in various formats, as well as audio CDs, DVDs, language tapes, and other education materials owned by the library may be borrowed. Photocopied articles from owned periodicals may be photocopied and sent (standard photocopy rates apply).

Materials not lent

These materials include items that are marked as new in the KOHA catalog system.

Loan period

All items are lent for four (4) weeks.

Borrowing library's responsibilities

The borrowing library:

- Must submit requests in accordance with the conditions of service stated above.
- Is responsible for materials lent. No fines will be charged for overdue materials, but the borrowing library will be billed for lost or damaged materials.