

MONTGOMERY CITY –COUNTY PUBLIC LIBRARY

INTERLIBRARY LOAN POLICY

INTRODUCTION

Interlibrary loan service is available for Montgomery residents and non-resident cardholders employed by the City or County of Montgomery. Local 4-year college students who have access to the expanded services of their educational institutions and consortium are asked to utilize the services of their educational institutions.

DEFINITION

Interlibrary loan is the process by which the Montgomery City-County Public Library requests material from, or supplies material to, another library.

POLICY POINTS

To be eligible for interlibrary loan service, patrons should be at least 16 years of age, have held library cards for a minimum of 2 weeks, and have maintained their accounts in good standing, meaning no outstanding fines or lost or overdue materials. Requests from minors under 16 years of age must be placed on the account of the parent or guardian who signs for the material.

Interlibrary loans may be placed and picked up at City branches. City residents may also place their requests through the Reference Department of the Morgan Memorial Library. In addition to in-person requests, the Reference Department will accept requests by phone (240-4992 or 240-4982) or online through the Library's catalog request feature or email, provided the patron's account is in good standing. Patrons residing outside the City of Montgomery have the additional option of placing requests through our rural branches in Ramer, Pike Road, Pine Level, and Pintlala.

Patrons will be given a copy of this ILL policy and required to sign a one-time ILL agreement the first time they pick up an ILL item to certify that they have read, understood, and agree to abide by the ILL policy.

Books, microforms, and periodical articles may be requested through interlibrary loan. The maximum allowed to be requested and charged out at any one time will include:

- 3 books or microform items, plus
- 5 periodical items or small units of photocopied material (consistent with Fair Use provisions of U.S. copyright law).

Unavailable for interlibrary loan request:

- periodical articles available full-text online or in our library's periodical holdings
- audiovisual materials
- computer media
- textbooks
- test preparation books
- items published within the last 6 months (unless held by the Alabama Public Library Service)
- reference books
- other non-circulating items

Difficulty may also be experienced in obtaining the following:

- genealogy books
- rare books
- microforms
- items located outside the southeastern region of the U.S.

Patrons are encouraged to submit "requests to buy" for items published during the current calendar year, as most libraries prohibit interlibrary loan of new acquisitions.

The Library attempts to fulfill requests at no charge to the patron. However, if fees required by the lending library (e.g. lending, shipping, insurance, special packaging, photocopying, etc.) are unavoidable, the patron will be notified and arrangements can be made if the patron wishes to assume these costs. If microforms are requested, the library will charge the patron postal insurance.

Renewal requests must be made prior to the due date of the item, so that the Library can seek approval from the lending library prior to the item becoming overdue. Renewal requests must be made through the Reference Desk at the Morgan Memorial Library (240-4992 or 240-4982).

Overdue fees for interlibrary loan items are assessed at the rate of 50 cents per day per item. If an interlibrary loan item is lost or not returned in a timely manner, the patron will be billed the cost of the item plus the processing fee of the Montgomery City-County Public Library or the lending library, whichever is higher.

Interlibrary loan material may be returned to any branch of the Montgomery City-County Public Library. Interlibrary loan items may not be placed in the outside book drops at any location.