

## **Interlibrary Loan**

When patrons need material that is not available within Chadwick Public Library District holdings, they may request an Interlibrary Loan. Materials circulated through the Interlibrary Loan system have a circulation period that is determined by the lending library not Chadwick Public Library.

In order to maintain the right to borrow materials from other libraries, strict attention must be paid to the loan periods.

Out of state interlibrary loans will require a deposit of \$5.00 to cover the cost of shipping. Any surplus will be refunded after the item has been returned to the lending library.

### **There is no renewal for interlibrary loan items.**

Usually there will be a two week period for the patron requesting the item to use it. The two weeks begins the day the item arrives at Chadwick Public Library not when the patron picks it up.

One telephone call will be made to inform the patron of the arrival of a requested item.

An item will be held three days and then returned to the lending library if not picked up.

Abuse of library lending policies will result in denial of interlibrary loan privileges. This is at the discretion of the Library Director.

Approved this fourteenth day of February, 2012