

### Policy 3-2-4. Interlibrary Loan

*Adopted 08/17/2022*

In the case when Josephine Community Library District (JCLD) does not own an item in its collection of books and other materials, patrons with full-service library cards may request the item from another library using the interlibrary loan system through the online library catalog.

The library partners with other libraries to offer interlibrary loan through the WorldCat online cataloging system. JCLD partners with libraries that do not charge additional fees.

The amount of time taken for requested materials to arrive depends upon several factors such as number of lending libraries that hold the material, proximity of the lending library, and transit (mail) time. A minimum of 10 working days is needed to search, process, and receive each request.

There are no additional fees for interlibrary loan. However, patrons are responsible for the cost of lost or missing items and any associated fees to partnering libraries will be charged to the user's account.

The number of items a patron may borrow through this system is limited to six at any one time.

Interlibrary loan materials can only be checked out for 21 days. They are not eligible for renewal. Repeated disregard for due dates will result in the suspension of ILL privileges.