

Administrative Rules

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Rule 2.92 Interlibrary Loans

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I. PURPOSE

Deschutes Public Library (DPL) obtains information on research and other topics using local and global resources. Some items may be obtained from other libraries as Interlibrary Loans. An Interlibrary Loan is an item borrowed from another library system. Items loaned between libraries that share the DPL catalog and courier systems are not Interlibrary Loans.

DPL endorses the Interlibrary Loan Code for the United States (See the following link: http://www.ala.org/Template.cfm?Section=Interlibrary_Loan&template=/ContentManagement/ContentDisplay.cfm&ContentID=31579)

As Interlibrary Loans involve staffing and mailing costs, they are relatively expensive transactions. The purpose of this policy is to establish criteria that will determine when the interlibrary loan system will be used to provide information, and to establish applicable fines and fees.

II. ELIGIBILITY

DPL residents with a current DPL library card are eligible for this service.

Non-residents who have a current, purchased out-of-district DPL library card are eligible for this service.

Card holders who have accumulated fines and fees in excess of District limits are not eligible for this service.

Non-residents who have DPL borrowing privileges through a reciprocal borrowing agreement with a neighboring library are not eligible for Interlibrary Loan services at DPL, but may obtain such services from the library serving their geographical area.

III. RULES AND REGULATIONS

DPL will request items from other libraries upon request as follows:

Any item may be borrowed with the following exceptions:

- Items may not be requested within 6 months of publication.
- Items owned by DPL may not be requested as an interlibrary loan, unless the item is billed or missing.
- DPL may choose to purchase rather than interlibrary loan a requested item when the item meets DPL collection development selection criteria and DPL selectors anticipate additional demand.
- DPL will not request feature films or television series via interlibrary loan.
- Each eligible card holder is limited to no more than 5 active interlibrary loans (requests pending and checked-out). Additional interlibrary loans may be requested at a charge of \$5.00 per interlibrary loan.

- DPL reserves the right to deny interlibrary loan requests by a customer if DPL determines that the patron is abusing the district interlibrary loan policies.

Fines and Fees:

- The requesting card holder will be advised of any fees charged by the lending library, and must agree to pay such pass-through fees or the request will not be processed.
- The requesting card holder will be charged for any late fees and/or damaged or lost fees.
- The requesting card holder will be charged \$5.00 per item if it is not picked up or is cancelled after the request is made.

The length of loan period is determined by the lending libraries. Renewal requests may be permitted, however, such requests are granted by individual lending libraries. Renewal requests must be made prior to the due date or be subject to late fees.