

# Logan Library Policy Manual

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These are Logan Library Policies that have been approved by the Logan Library Board of Trustees.

## 2.00 Library Policies

### 2.04 Interlibrary Loan Policy

Logan Library

Approved: 14 October 2008

Updated: 14 November 2017

#### 2.04.01 Introduction

Interlibrary loan service is essential to the vitality of libraries of all types and sizes and is a means by which a wide range of material can be made available to users. In the belief that the sharing of material between libraries is an integral element in sustaining optimal library service, the Logan Library will be a participant in providing interlibrary loan service to its clientele.

#### 2.04.02 Definition

An interlibrary loan is a transaction in which library material or a copy of the material is made available by one library to another upon request.

#### 2.04.03 Purpose

The purpose of interlibrary loan service is to obtain library material not available at the Logan Library and to loan material found at the Logan Library, which is not available in other libraries.

#### 2.04.04 Conditions of Service

The conditions of this service are set by the Logan Library Board Policy; the Interlibrary Loan Code of Utah, 2011; the National Interlibrary Loan Code, 2016; the International Lending Principles and Guidelines for Procedure 2009 and Title 17. U.S. Code.

#### 2.04.05 Borrowing Responsibilities

- A. The Logan Library will make every effort to exhaust its own resources before resorting to the interlibrary loan service. When the resources are not available at the Logan Library, Interlibrary loan service will be made available to all eligible patrons of the Logan Library.
- B. Items borrowed from other libraries and circulated to our patrons will be governed under the Logan Library Circulation Policy subject to the circulation period, overdue fines and billing methods of that policy unless otherwise specified by the lending library.
- C. If the material is not returned by the patron to the Logan Library 3 weeks after the due date, the patron will be subject to a \$10 Interlibrary Loan Service Fee plus the price of the borrowed material if that material is not returned.
- D. The Logan Library will absorb the cost of the interlibrary loan transaction up to a \$3 maximum cost. Above \$3 the library must receive patron authorization before proceeding. However, patrons will be billed for all charges incurred on photocopies.
- E. All material on loan is subject to immediate recall, and the Logan Library will comply promptly.
- F. Interlibrary loan service will be suspended for any patron who abuses the privilege.
- G. Statistics will be kept in accordance with local and state guidelines and requirements.

#### 2.04.06 Lending Responsibilities

- A. The Logan Library will serve other libraries within the Interlibrary Loan Council of Utah (ILLCU), all libraries within the state of Utah, any library outside of all other arrangements with which traditional but less formal agreement exists, any library which complies with the National Interlibrary Loan Code, 2016, and any foreign library which abides by the International Lending: Principles and Guidelines for Procedure 2009. Loans are generally not made to individuals.
- B. Materials, which ordinarily circulate to the Logan Library users, may be sent out on interlibrary loan. The decision to loan material is at the discretion of the Logan Library; for example, an item that is in high demand by Logan Library patrons will not be available for interlibrary loan.
- C. The Logan Library will absorb all nominal interlibrary loan lending fees including postage and insurance. The borrowing library will be billed for

photocopies over 10 pages at \$.10 per page unless other arrangements have been made with that library.

- D. If an out of state borrowing library does not return the material 3 weeks after the due date the borrowing library is subject to a \$10 interlibrary loan service fee plus the price of the material if the material is not returned.
- E. The duration of the loan, unless otherwise specified by the Logan Library, will be as follows:

A standard interlibrary loan item (book, book on CD, music CD) will check out for five (5) weeks from the Logan Library. This will allow one (1) week of transit to the borrowing library, three (3) weeks on loan to the borrowing library's patron, and one (1) week for transit to bring the item back to the Logan Library. Renewals will be a three (3) week period according to availability and Logan Library patron demand.

A visual interlibrary loan item (DVD, Electronic Game) will check out for three (3) weeks from the Logan Library. This will allow one (1) week of transit to the borrowing library, one (1) week on loan to the borrowing library's patron, and one (1) week for transit to bring the item back to the Logan Library. Renewals will be a one (1) week period according to availability and Logan Library patron demand.

- F. All material on loan is subject to immediate recall based on the need for the material by a Logan Library patron or patrons.