

Bryan+College Station Public Library System

Policy: INTERLIBRARY LOAN

The Bryan+College Station Public Library System participates in Interlibrary Loan services, or ILL. This service constitutes a partnership between this system and others across the nation to loan and/or receive library materials not in our collection. This means that if a specific item is not listed in our library catalog, a patron has the privilege to request the material through ILL. BCSPLS will request books, movies, and audio books.

In order to request an item through Interlibrary Loan, a patron's account must be current and in good standing. No items will be ordered or released if the account is not clear. TexShare and Non-Borrowers cannot utilize the ILL program.

A patron is asked to provide as much information as possible, which includes name, valid library card, and telephone number or email address. For books, supply the author and title. Please note if a specific edition of the book is needed. For magazines, supply the title, the volume and issue number, or the date of the issue. The library will notify the patron if the requested item cannot be ordered, if the form is missing pertinent information, if the lending library charges a fee for the requested item, if the library receives the item, or if the item is overdue.

Normally, this service is free; however, some libraries request a fee to lend certain titles. If this is the case, the ILL librarian will contact the patron about the cost of the item. If the patron does not want to pay the fee, then the request will be cancelled and the patron may request another item. If the patron decides to pay the given amount, the library will re-request the item and a statement will be sent with the material. This adds to the amount of time needed to deliver the item. When invoiced, the patron will pay the amount to the lending library and the ILL staff will send the invoice and payment to the lending institution.

A library patron may have up to four *active* ILL requests at one time. Once a patron returns an ILL item, another request can be made. Note that it may take anywhere from a *minimum* of two weeks to two months or more to receive the requested item; it will depend on the location of the lending library and the number of copies available. If the item is needed by a certain date, provide this date on the "Notes" blank.

Patrons are instructed to return the items on or before the due date posted on the due-date slip located on the front cover of the book. If the material is lost or damaged while checked out, the patron will pay all necessary costs. Patrons that return ILL materials late or do not return them at all may be banned from future ILL participation.