

Policy Statement

As a commitment to meeting the information needs of the community, Comstock Township Library participates in networks to provide access to information resources and services it cannot or does not provide on its own.

Regulations

1. Interlibrary loan is defined as the borrowing and lending of materials between CTL and other library systems.
2. The Library participates in a statewide program that enables patrons to borrow materials otherwise unavailable to them locally.
3. Interlibrary loan privileges are determined by the patron library card type (see *Library Card Policy CIRC-1*).
4. The lending library determines the type of material that may be loaned. Some restrictions may apply:
 - A. New materials that are in high demand
 - B. Materials that have been designated as reference or non-circulating special collections
 - C. Sensitive or costly media such as audiovisual formats that could be easily damaged
5. The lending library or network establishes the lending rules that must be followed in regards to the loan periods and renewals.
6. Interlibrary loan requests can be placed by Library staff or by the patron.
7. Staff cannot guarantee an exact delivery time for interlibrary loan materials due to variances in transit methods, work processes, and geographic distance. However, staff will give the patron an approximate timeframe for the arrival of the materials.
8. The Library will notify the patron when their materials have arrived. Patron confidentiality will be maintained in the notification process in compliance with the Library Privacy Act.¹ The patron has the option to contact CTL about the status of the request.

¹ MCL397.603 *et seq.* Library Privacy Act

9. Items must be picked up at CTL. Patrons are required to leave packaging, including any identification bands or labels, on the items when they are checked out. These identification markers help staff identify interlibrary loaned materials and ensure their prompt return.

10. Fines for each overdue interloaned item may be assessed per the schedule found in the Library's *Checkout, Renewal, & Replacement Policy CIRC-2*.

11. There is a limit of fifty (50) interlibrary loan requests per eligible cardholder. Patrons are responsible for the items they borrow, and they will be held responsible and charged for replacement costs as set by the lending library for lost or damaged items.

12. Patrons who abuse the interlibrary loan service may have their privileges revoked by the Library Director. Patrons whose interlibrary loan borrowing privileges have been revoked may request the decision to be reviewed by the Comstock Township Library Board of Trustees.

Approved: January 20, 2020
Comstock Township Library Board of Trustees