

## Interlibrary Loan Borrowing Policy for Home School Patrons & Teachers

The following policy becomes effective on October 13, 2015.

- Limit of five (5) books per student with a maximum of fifteen (15) books per family through interlibrary loan at any one time. (Our policy states that a family may have up to a total of 30 materials checked out at any one time – including interlibrary loan.) If additional materials are needed, the request should be made in advance to the Director or Office Manager.
- If you have the maximum number of books ordered through interlibrary loan and you need more, materials must be returned to keep your number at or under the specified limit before additional materials can be ordered.
- One renewal per item is permitted if the lending library approves. Renewals must be handled by phone call, in person or via email to our Library. We, in turn, will contact the lending library. If the renewal is not approved, you will be contacted immediately for the return of the material.
- The five (5) day pick-up rule still is applicable -- notification is given the same day an ILL material is received. Interlibrary loan materials are checked out when processed upon receipt via the mail. This assures your full use of your check out time. Exceptions may apply for circumstances or situations such as sickness or out of town trips. We must receive a phone call of explanation before any extension is given on the pick-up rule. If materials are not picked up within the five (5) day period, a fine of \$5.00 will be assessed per item.
- Applicable fines will apply for all overdue materials –
  - \$.20/day for adult books
  - \$.10/day for juvenile books
  - \$.10/day for magazines
  - \$.50/day for audio materials
  - \$1.00/day for DVD/VHS materials
- We encourage use of materials in our collection. In most cases, we will have materials on the same subject if not the same titles. Staff will be happy to assist in searching our collection.
- This policy change is to encourage the timely return of materials for our library and lending libraries that may also have home school families needing the materials.