

Policy Statement

As a commitment to meeting the information needs of the community, the Clinton-Macomb Public Library (CMPL) participates in consortia and 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 CMPL and other library systems.
2. The library participates in a program on a statewide level that enables customers to borrow materials or obtain articles otherwise unavailable to them locally.
3. Interlibrary loan privileges are determined by the customer type associated with the library account (see *Library Card* policy).
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 consortia establishes the lending rules that must be followed in regards to the loan periods and renewals.
6. Interlibrary loan requests can be placed by the librarians or in some cases by the customer. Every effort will be made to educate customers how to use customer-mediated interlibrary loan systems to place their requests for materials from other library systems.
7. Staff cannot guarantee an exact delivery time for interlibrary loan materials due to variances in transit methods, work processes and geographic distance. Staff will give the customer, however, an approximate timeframe for the arrival of the materials.
8. Staff will inform the customer how they will be notified that the interlibrary loan materials have arrived. Customer confidentiality will be maintained in the notification process in compliance with the Library

- Privacy Act.¹ The customer always has the option to contact CMPL about the status of the request.
9. Items must be picked up at the location where they were requested. Customers are required to leave the packaging of the items including the identification bands on the items when they are checked out. These identification markers help staff identify interlibrary loaned materials and ensure their prompt return. Customers are also asked to return interlibrary loan items to the CMPL customer service desk.
 10. There is an overdue fine of \$1 per day for each interloaned item.
 11. There is a limit of 50 interlibrary loan requests per eligible cardholder. Customers are responsible for the items that they check out, and they will be held responsible and charged for replacement costs as set by the lending library for lost or damaged items.
 12. Customers who abuse the interlibrary loan service may have their privileges revoked by the library director. Customers whose interlibrary loan borrowing privileges have been revoked may request the decision to be reviewed in compliance with the *Appeals Process for Disciplinary Actions* policy by the board of trustees.

Approved: June 15, 2011
Clinton-Macomb Public Library Board of Trustees

¹ MCL397.603 *et seq.* Library Privacy Act
Clinton-Macomb Public Library Policies