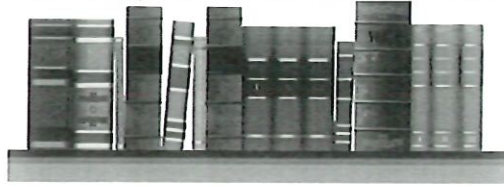


PHOEBE APPERSON HEARST LIBRARY
LEAD, SOUTH DAKOTA



BOARD OF TRUSTEES
INTERLIBRARY LOAN BORROWING POLICY

PURPOSE

To ensure broad access to materials for all library patrons and guide in the facilitation of the cooperative interlibrary loan service

SOURCE

Hearst Library Board of Trustees and Hearst Library Director

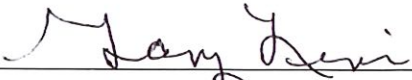
POLICY

The library cannot attempt to have available in its own collection materials to meet all patron requests. To supplement the current Hearst Library collection, patrons can request and library staff will facilitate, borrowing from other library collections items that are unavailable locally

PROCEDURE

- Patrons with a current Hearst Library card in good standing may make an ILL request
- Patrons requests can be submitted at the library with the assistance of a staff member
- Requests can be submitted for print and/or audio materials dependent on availability
- New release material requests will not be submitted until six months post-publication date
- Downloadable content and electronic resources are not available through the ILL system
- Textbooks may NOT be requested
- ILL materials must be picked up at and returned to the Hearst Library
- Check-out durations and overdue fees are concurrent with Hearst Library Circulation Policy
- Patrons are limited to 10 ILL requests/loans in process at any one time
- Renewal of ILL materials are approved if item is free of hold requests for another patron
- Replacement cost of lost or damaged materials will be determined by the lending library
- Failure to return ILL materials may result in loss of all library privileges

Approved by:


Hearst Library Board of Trustees President


Hearst Library Director

Revision Date: June 17, 2024