



# INTERLIBRARY LOAN POLICY

~~May 13, 2019~~ April 12, 2021

Interlibrary loan services are used on a limited basis to obtain materials that do not meet the library's collection development criteria, or to temporarily loan materials to other libraries.

~~With the exception of any mutual agreements governed by the Black Hills Library Consortium for materials sharing, the following restrictions do not apply to materials shared exclusively within that group.~~ Because of the resource costs involved with interlibrary loans, and because borrowed materials do not become part of the library's collections, the following restrictions have been placed on the use of interlibrary loan services; these restrictions do not apply to loans within the Black Hills Library Consortium, unless by mutual agreement within that group:

- Four items per patron may be in process at any one time
  - "In process" includes requests submitted and items that have been received and are currently checked out
- No materials with a copyright date of the current or the previous year will be available for borrowing or lending
- Materials will not be requested on interlibrary loan if the library owns the same title in another format
- Any fees assessed by the loaning library, including those for lost or missing items, will be passed on to the patron
- Fines for overdue interlibrary loan materials are outlined in the Loan Periods, Fines and Fees policy

Revised April 12, 2021; May 13, 2019; reviewed August 13, 2014; October 5, 2012; October 2010; revised February 11, 2004, RCPL Board of Trustees