

## **Montgomery City-County Public Library Interlibrary Loan Policy for MCCPL Patrons**

### **Introduction**

Interlibrary Loan (ILL) service is available for Montgomery City-County residents and non-resident cardholders employed by the City or County of Montgomery. Local 4-year college students who have access to the expanded services of their educational institutions and consortium are asked to utilize the services of their educational institutions.

### **Definition**

Interlibrary Loan is the process by which the Montgomery City-County Public Library requests and loans materials from, or supplies material to, another library.

### **Policy Points**

To be eligible for Interlibrary Loan service, patrons should be at least 18 years of age, have held library cards for a minimum of 30 days and have no current or outstanding fines and/or lost or overdue items. Requests from minors under 18 years of age must be placed on the account of a parent or guardian who signs for the material.

Interlibrary Loans may be placed from any branch, however, items can only be picked up and returned to the Reference Department at Morgan Library or the following locations: Ramer, Pike Road, Pintlala and Hampstead. Patrons may also place their requests through the Reference Department of the Morgan Library. In addition to in-person requests, the Reference Department will accept requests by phone (240-4992 or 240-4982), online through the Library's catalog request feature or via e-mail ([reference@mccpl.lib.al.us](mailto:reference@mccpl.lib.al.us)).

Patrons will be given a copy of this Interlibrary Loan policy and required to sign a one-time Interlibrary Loan agreement the first time they pick up an Interlibrary Loan to certify that they have read, understood, and agree to abide by the Interlibrary Loan policy. Signed copies of the Interlibrary Loan policy will be held at the Morgan Library Reference Department.

Books, microforms, and periodical articles may be requested through Interlibrary Loan. The maximum amount of materials allowed to be requested and charged out at any one time will include:

- 3 books or microform items
- 5 small units of black and white photocopied material (consistent with Fair Use provisions of U.S. copyright law). Documents over 5 pages will not be printed unless the patron pays 20 cents per page for printing. Any document can be sent electronically at no charge.

Unavailable for ILL request:

- periodical articles available full-text online or in our library's periodical holdings
- audiovisual materials
- computer media
- textbooks
- test preparation books

- items published within the last 12 months (unless held by the Alabama Public Library Service)
- reference books
- other non-circulating items

Difficulty may also be experienced in obtaining the following:

- genealogy books
- rare books
- microforms
- items located outside the southeastern region of the U.S.

Patrons are encouraged to submit a "request to buy" for items published during the current calendar year, as most libraries prohibit Interlibrary Loan of new acquisitions.

The library will only fulfill requests from lending libraries that do not charge a fee. If fees are required by the lending library (e.g. lending, shipping, insurance, special packaging, photocopying, etc.) the library will not be able to obtain the item. The library cannot act as an intermediary with the handling of money.

Lending periods are established by the lending library and renewals are only approved by the lending library. Renewal requests must be made at least 3 days prior to the due date of the item, so that the library can seek approval from the lending library prior to the item becoming overdue. Renewal requests must be made through the Reference Desk at the Morgan Library (240-4992 or 240-4982) or via e-mail ([reference@mccpl.lib.al.us](mailto:reference@mccpl.lib.al.us)). Interlibrary Loan items cannot be renewed online. No overdue items will be renewed.

Overdue fees for Interlibrary Loan items are assessed at the rate of 50 cents per day per item. If an Interlibrary Loan item is lost or not returned in a timely manner, the patron will be billed the cost of the item plus the processing fee of the Montgomery City-County Public Library or the lending library, whichever is higher. Additional penalties are as follows:

- If an Interlibrary Loan item is requested, ordered, received by the library and not picked up by the patron by the due date issued by the lending library, the patron will be charged the full value of return shipping cost.
- If an Interlibrary Loan item is returned to any other library except the Morgan Library Reference Department, Ramer, Pike Road, Pintlala or Hampstead Branches or if an ILL item is placed in ANY return book drop a \$10 misuse fee plus applicable damages will be added to the patron's account.

Interlibrary Loan material must be returned to the Morgan Library Reference Department, Ramer, Pike Road, Pintlala or Hampstead Branches ONLY. Interlibrary Loan items must not be placed in the outside book drops at any location.