

# Wells Branch Community Library District Interlibrary Loan Policy

Requests for materials not owned by Wells Branch Community Library (WBCL) may be made through Interlibrary Loan (ILL) for any current patron in good standing. ILL requests are managed through an online Texas Group Catalog linked to the WBCL online catalog. Patron requests are made online and approved by library staff before being submitted to the system. Patrons may not have more than five items checked-out or in-progress for ILL at one time.

Most items will arrive within two weeks; however, some items can take several weeks to arrive after the request is made. When the material arrives, WBCL will contact the requesting patron by email. Loan periods are for two weeks from the date patrons are notified that the item has been received unless the lending library has a shorter loan period. Requests for renewals are handled on a case-by-case basis, depending on the policies of the lending library.

Not all materials are available for borrowing through ILL. Requests are not taken for bestsellers, books published in the last six months, specialty items, or books located in foreign countries. Materials that are difficult to borrow through Interlibrary Loan are audio-visual materials, periodicals and genealogical publications, but many libraries will make copies of articles.

The only current fee for patrons associated with the ILL process is a \$3.25 per item return shipping charge. Lending libraries may charge an associated fee for some items, or a fee for photo-copying. WBCL will make all fees known to the borrowing patron in advance and it is the responsibility of the borrowing patron to pay all fees before WBCL can process the ILL request.

If an ILL item is late, lost or damaged, the patron will be responsible for any charges that are billed to WBCL from the lending institution, as well as any late fees charged by the lending institution. Late ILL items will be subject to fines. ILL associated fines/fees totaling \$5 or more, or a combination of other WBCL fees and ILL fees totaling \$5 or more, block the borrowing patron's WBCL account and any related accounts in the household until all issues are resolved and fines paid in full. Patrons may be restricted from ILL services for policy violations.

WBCL also makes its circulating print collection available to other libraries for ILL free of charge with the following exceptions: bestsellers, high-demand popular titles, reference materials, and items on reserve to WBCL patrons. Borrowing libraries are subject to any fees associated with lost or damaged items borrowed via ILL and any fees accrued on late ILL items.