



DENTON PUBLIC LIBRARY

INTERLIBRARY LOAN OPERATING POLICY

Approved by Denton Public Library Board, June 3, 2004
Reviewed by the Library Management Team, November 2, 2023

POLICY STATEMENT: Interlibrary loan (ILL) is the process by which the Denton Public Library requests materials from, or supplies materials to, another library. The Denton Public Library endorses the principles relating to interlibrary loan included in the American Library Association Interlibrary Loan Code, the Texas State Library and Archives Commission Interlibrary Loan Protocol, the U.S. Copyright Law, and federal and state laws governing confidentiality of records.

There are no guarantees made about the availability of any materials.

Failure to comply with these provisions may result in suspension of interlibrary loan and/or library privileges.

BORROWING (on behalf of Denton Public Library customers)

- A. Users - This service is offered to all customers holding a valid full-access library card from the Denton Public Library. Requests will not be processed if there are any fines or overdue materials on the customer's record.
- B. Requests - Up to five outstanding requests are allowed per customer.
- C. Types of Materials Borrowed - The Denton Public Library will request materials not owned by the library or missing from the library's collection.

Requests for the following will not be processed:

- Electronic information, e-books, and downloadable audio books.
- Materials found in libraries outside the United States.

- D. Turnaround Time - Service will be provided as quickly as possible. This varies depending upon the lending library and the materials requested. Customers will be notified by email, telephone, or mail. Notification is automatic and based on the notice preference found in the customer record.
- E. Conditions of Use - All borrowed material is subject to recall. Customers are expected to return recalled material within seven days.

Failure to return interlibrary loan items on time or to pick up items ordered may result in the suspension of interlibrary loan services for that customer.

Renewals are at the discretion of the lending library.

- F. Fees - No fees for ILL service will be charged without the express permission of the customer. If the lending library charges fees, the customer will be asked before the request is processed.

If any part of an item is lost, stolen or damaged while checked out to the customer, the customer who requested the material is responsible for any damage or replacement fees charged by the lending library.

If a customer does not return an item, it is the customer's responsibility to pay the replacement costs to the lending library.

If an item is lost or damaged during transit to or from the lending library to Denton Public Library, it is the responsibility of Denton Public Library to pay replacement costs of the lost or damaged material.

LENDING (Denton Public Library items loaned to other libraries)

- A. Items Lent and Not Lent - The Denton Public Library will make reasonable effort to loan materials to requesting libraries.

Requests for the following will not be processed:

- Items that currently have holds on them.
- Items that are currently checked out.
- Items that have been in the library's collection less than 6 months.
- Material in the Special Collections (Genealogy, Reference, Texas or Denton), except for institutional lending of microfilm.
- Electronic information, e-books, and downloadable audio books
- Requests from libraries outside the United States.

- B. Conditions of Use - The library reserves the right to refuse to lend materials or to ask a borrowing library to restrict use of materials lent.
- C. Loan Period - The circulation period for items lent on interlibrary loan is 45 days. All lent materials are subject to recall before the end of the loan period.
- D. Fees - The Denton Public Library provides interlibrary loan materials free of charge.