

# Interlibrary Loan Policy

*Adopted: Date Not Determined*

*Amended: February 12, 2009 (limit to property owner in district or fee cards), May 13, 2010 (to exclude textbooks), February 5, 2013, August 16, 2018 (re-write and combine with ILL microfilm policy)*

Interlibrary loan is the process by which MPHPL may borrow from and loan to other library systems to meet patron requests.

## 1) Borrowing items from other libraries

- Available to resident and non-resident-fee card holders (Non-Resident-Fee-Waived cards are not eligible)
- Eligible Items:
  - Print and Audio Books
  - Music CDs and Non-Fiction DVDs
  - Periodical articles
  - Microfilm
- Ineligible Items:
  - Entertainment films
  - Electronic holdings
  - Digital software or devices (iPods, playaways, laptops)
  - Items published within the last 6 months
  - Textbooks
  - Reference materials
- Loan period is usually 4 weeks (Loan periods may be set by the lending library); items cannot be renewed
- Requests cannot be for items MPHPL owns unless the item is missing or overdue for a period no less than 2 months
- Limit of 3 items per patron at any one time; homeschooling families are limited to 10 requests/items at any one time
- Materials must be returned before any additional requests are allowed
- Most items are free of charge to our patrons; if a lending library attaches a fee, the patron will be notified and billed if the item is still desired

## 2) Lending items to other libraries

- MPHPL's lending rules mirror the borrowing rules in terms of the formats that are available for loan (excluding Microfilm)
- Loan period is 8 weeks
- No requests will be accepted outside the OCLC WorldShare Interlibrary Loan System