

**Administrative Guidelines
Interlibrary Loan
Wrightstown Community School District**

Administrative Guidelines in Policy Implementation

The following guidelines shall be followed when handling interlibrary loan requests:

1. Every effort will be made to meet patron needs with district collections before beginning the outside interlibrary loan process.
2. Loaning and borrowing of school district or outside agency materials will be at the discretion of the media specialist.
3. Patrons will be personally responsible for all materials borrowed for them and will need to pay replacement cost for all materials that are lost or damaged while in their possession.

Interlibrary Borrowing

A. Users

1. All current students and staff with accounts in good standing may request specified material through Interlibrary Loan.
2. All borrowing privileges, including Interlibrary Loan, of patrons who accumulate overdue fines over \$10.00 are suspended until sufficient payments are made to reduce the overdue balance to less than \$10.00.
3. Failure to return Interlibrary Loan items on time may result in the suspension of library borrowing services to the delinquent patron.

B. What can be borrowed

1. Books, audio materials such as audio books and books on CD, videos (VHS or DVD), articles and photocopies from materials may be requested.
2. Some requests may not be filled due to high demand, copyright restrictions, inability to locate or rarity of item.
3. A patron may have no more than five (5) items on request at any given time.

C. Submitting a request

1. Patrons may place an Interlibrary Loan request in person at any Wrightstown school library.

D. Turnaround Time

2. Interlibrary Loan requests will be filled as quickly as possible. Turnaround time varies depending upon the lending library and materials requested.
3. Patrons will be notified when their materials arrive at the library.

E. Loan Period

1. Loan periods are determined by the lending library. Items generally are loaned to patrons for two weeks.
2. A due date will be assigned when the patron picks up the item. Items will be considered overdue if they are not returned to this Library by the assigned item due date.

F. Conditions of Use

1. Items should be returned to a circulation desk for proper processing, and not deposited in the book drop.

G. Overdue and Lost material charges

1. Lost, damaged or stolen Interlibrary Loan materials are subject to the lending library's rules and regulations.
2. Upon notice that an item cannot be returned, school library staff will contact the lending library as to the charge for that material.
3. Charges for lost or damaged materials, as well as overdue charges for Interlibrary Loan items are the responsibility of the borrower.
4. These charges will be reflected on the patron's Library account and may impact his/her borrowing privileges.

I. Renewals

1. The lending library determines whether or not renewals are allowed, and no renewals can be made unless the library has been given proper notice and approved the renewal.
2. In certain cases, lending libraries will not allow renewals.
3. Contact the school library to request information on specific item renewal options.