

## Tom Green County Interlibrary Loan Policy

### **Borrowing From Other Libraries for TGCL Patrons**

The Tom Green County Public Library will borrow materials via interlibrary loan only for registered library patrons in good standing. A maximum of **5** active interlibrary loan requests are allowed per library patron. No Interlibrary Loan materials may be renewed. The Tom Green County Public Library reserves the right to further limit the number of requests as circumstances dictate. The Tom Green County Public Library will not request the following categories of materials:

Best-sellers or books published within the last year

Books priced over \$100.00

Books that are frequently stolen (test preparation guides, automotive manuals, occult.)

Audio-visual materials readily available for purchase or rental at local outlets

The Tom Green County Public Library never charges a fee for interlibrary loan requests. If, however, the lending library charges a fee, this will be passed on to borrower. No request will be made before the borrower has the opportunity to accept or decline paying any appropriate charges.

Materials are lent to patrons for the period of time that they are lent to our library, less 3 business days for return shipping.

### **TGCL Lending to Other Libraries**

The Tom Green County Public Library will lend materials, including books, photocopies of periodical articles, and photocopies of books and other printed sources in accordance with federal copyright law. In order to insure that local library users have access to the latest materials, the following items will not be available via interlibrary loan:

Books published within the last year

Items designated as "high demand"

Reference material

Genealogical material

Bound or current issues of magazines and newspapers

Rare, archival, manuscript, or fragile items

All materials loaned via interlibrary loan will have a loan period of 21 days. Materials not in demand can be renewed for an additional 21 days.