



Interlibrary Loan Policy

Policy Statement

In order to meet the needs of its community, the Shelby Township Library participates in cooperative networks to provide access to information resources and services it cannot or does not provide on its own.

Regulations

1. Interlibrary loan is defined as the borrowing and lending of materials between Shelby Township Library and other library systems.
2. The library participates in programs on regional and state levels that enable patrons to borrow materials otherwise unavailable to them locally.
3. Patrons with a valid Shelby Township Library card are eligible to use the interlibrary loan service free of charge. Overdue fees may apply based on the rules of the lending library.
4. Lending libraries and local loan policies determine the type of material that may be loaned. Some restrictions that may apply:
 - a. New materials that are in high demand.
 - b. Materials that have been designated as reference or non-circulating special collections.
 - c. Sensitive or costly media such as audiovisual formats that could be easily damaged.
5. The cooperative networks establish the lending rules that must be followed in regard to the loan periods and renewals.
6. Interlibrary loan requests can be placed by the librarians or by patrons themselves. Every effort will be made to educate patrons how to use patron initiated interlibrary loan systems to place their requests for materials from other library systems.



7. Staff cannot guarantee an exact delivery time for interlibrary loan materials due to variances in transit methods, work processes and geographic distance. Staff can provide an approximate timeframe for the arrival of the materials.
8. Staff will inform the patron how they will be notified that the interlibrary loan materials have arrived. Patron confidentiality will be maintained in the notification process in compliance with the Michigan Library Privacy Act.
9. The cooperative and state lending systems establish limits on the number of interlibrary loan requests. Patrons are responsible for the items that they check out, and they will be held responsible and charged for replacement costs as set by the lending library for lost or damaged items. Replacement costs are determined by the lending library and cannot be waived or changed by Shelby Township Library staff.
10. Patrons who abuse the interlibrary loan service may have their privileges revoked by the Library Director. Patrons whose interlibrary loan borrowing privileges have been revoked may request the decision to be reviewed in compliance with the appeal process for disciplinary action procedure outlined in the *Patron Code of Conduct*.

Approved by Library Advisory Commission 01/18/2024

Adopted by Board of Trustees 02/06/2024