

Rosenberg Library Interlibrary Loan Policies

Interlibrary Loan is the process by which a library requests materials from, or supplies materials to, another library. The purpose of interlibrary loan is to obtain materials not available at the Rosenberg Library.

Library patrons can place interlibrary loan requests through the OCLC WorldCat and Texas Group Catalog which routes requests to local libraries first.

An interlibrary loan is a courtesy on the part of the lending library -- please handle the interlibrary loan item with care so that it may be returned in the shape it was received.

The following policies apply:

- A maximum of 2 interlibrary loan (ILL) requests per cardholder may be submitted at a time. Items must be returned to the Reference Desk.
- Patrons requesting an interlibrary loan must use their own library card and have it
 present when picking up the requested item. It is **not** permissible to use another
 patron's card when placing a request.
- Patrons with a temporary card or fines of \$5 or more may not request ILLs.
- A fine of \$1 per day will be applied to all late ILLs, with a maximum fine of \$5.
- Damaged/lost item fees are determined by the lending library. Rosenberg Library will add a \$5 processing fee to this amount.
- Patrons will be charged a \$2 replacement fee for returning an ILL without its label strap.
- Average receipt of ILL items is within 10 business days, but some requests may take longer if supplied by an out of state library. Rosenberg Library cannot guarantee a title will be supplied or arrive within a desired timeframe.
- Patrons are responsible for keeping their contact information current. Please ensure your preferred method of contact is up to date when placing a request.
- Upon arrival, items will be held at the Reference Desk for a maximum of 7 days before being returned to the lending library. Patrons will be fined \$1 for failure to pick up their ILL in order to cover return postage.
- Due dates are set by the lending library prior to an item's arrival at the Rosenberg Library.
- Patrons may request a renewal of an ILL, but the lending library reserves the
 right to deny any request. Please contact the Reference Desk at least three days
 prior to an item's due date to inquire about possible renewal to ensure a
 response. If a renewal is approved, the patron will be notified of the new due
 date.

The following may **not** be requested through Interlibrary Loan:

- DVDs, videos, and music
- Materials owned by Rosenberg Library (unless overdue or missing for a minimum of 30 days)
- Current calendar year editions of textbooks or study guides
- Current bestsellers and items published within the past year
- Rare books, reference books, or magazines (except copies of specific pages)
- Software

The following items may be difficult to obtain through Interlibrary Loan:

- Books that are the subject of a new film
- Audio books
- Genealogical research materials

Loss of ILL privileges may occur if:

- Patron fails to pick up an interlibrary loan two or more times in a 30 day period
- Patron returns an interlibrary loan more than 30 days overdue
- Lost/damaged fees are not paid in full within 30 days of billing