

## FLINT PUBLIC LIBRARY INTERLIBRARY LOAN POLICY

In order to enhance and extend available resources, the Flint Public Library provides Interlibrary Loan services to patrons in good standing, unless they have a local use only card. Via Interlibrary Loan, the Flint Public Library is a lender of materials to other libraries as well as a receiver of materials from other libraries.

The Library always attempts to borrow from libraries within the MVLC first. Second, we seek to borrow from those institutions that belong to the Massachusetts Commonwealth Catalog, another shared database of collections. These searches and requests are free to the Library and are free to the patron.

There are times, however, when we must expand our search to WorldCat, this is a mediated service and is not free. The Flint Public Library will inform the patron that this service is a paid service. *We will never request an item that would be assessed a fee without prior authorization and payment from the library card holder requesting the item.* **Mass. Commonwealth Catalog (ComCat) and WorldCat Interlibrary Loan materials may only be picked up and returned to the Flint Public Library.**

To avoid delays in processing their requests, library card holders are advised to indicate the amount of lending charges they are willing to pay.

Patrons with lost materials or fines of \$20 or more may not request or borrow Interlibrary Loan items until the lost materials or fines are paid. We reserve the right to suspend or revoke Interlibrary Loan privileges for borrowers who repeatedly fail to pick up requested Interlibrary Loan items, keep materials overdue, damage, or lose materials.

Since Interlibrary Loan materials are loaned through the generosity of other libraries, it is essential that responsibility for these items be absolutely clear. Therefore, Interlibrary Loan items will only be checked out on the library card of the person who placed the request. Local use cards cannot be used to request or check out Interlibrary Loan materials.

Adopted by the FPL Board of Trustees on August 9, 2010

Revised: 10/19/15

Reviewed 1/11/21