



BOARD OF TRUSTEES POLICY INTERLIBRARY LOAN

When an item is not available in the CLEVNET system, patrons may request that the library find the item through our Interlibrary Loan Department. For non-CLEVNET items received through the Interlibrary Loan (ILL) process, the following will apply:

Requesting ILL items

- Library cards blocked or in collections may not be used to request or check out ILL items.
- Pending requests are subject to cancellation when card does not meet ILL lending criteria.
- Only adult cards may be used to check out ILL items.
- Personal information must be up to date prior to requesting items through ILL.
- Only 10 requests per month, per adult card may be placed for ILL items.
- Textbooks can not be requested through Interlibrary Loan.

Checking Out or Using an ILL Item

- An adult patron may check out an ILL item for three weeks after an Interlibrary Loan agreement has been completed by the adult owner of the library card.
- A maximum of 10 items may be checked out to an adult patron's card at one time.
- Renewal is dependent upon the policies of the lending library. Renewals are not always possible.
- Euclid library will pay lending fees up to \$10.00 per item through WorldShare for items loaned from a non-CLEVNET library.
- If a book is rare or in poor condition, the lending library may stipulate the book must be used in the library and cannot be checked out to the patron. In this situation, patrons will be required to leave their Ohio driver's license or Ohio State ID at the circulation desk until the book is returned from use in the library. This procedure also applies to the use of microfilm acquired through interlibrary loan.

Fines, Lost, Damaged or Missing ILL Items

- Patrons must pay the cost of lost, damaged or missing items and in some cases pay processing fees to reinstate borrowing privileges.
- A delay in returning non-CLEVNET ILL items or a failure to pay charges will result in suspension of future ILL requests.
- Any charges assessed to Euclid Public Library for lost, damaged, or late material will be attached to a patron's library card.

- Once Euclid Public Library is invoiced and pays the owning library for an item a patron no longer has the option to return it.
- Overdue fines are \$3.00 per day accruing to a maximum fine of \$15.00.

Adopted by the Board of Trustees 12/18/2018