

## Interlibrary Loan Policy

### Policy Statement

As a commitment to meeting the information needs of the community, Van Buren District Library participates in consortia and networks to provide access to information resources and services it cannot or does not provide on its own.

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### Regulations

1. Interlibrary loan is defined as the borrowing and lending of materials between VBDL and other library systems.
2. The Library participates in a program on a statewide level that enables customers to borrow materials otherwise unavailable to them locally.
3. Interlibrary loan privileges are determined by the customer type associated with the Library account (see *Library Card Policy CIRC-01*).
4. The lending library determines the type of material that may be loaned. Some restrictions 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 lending library or consortia establishes the lending rules that must be followed in regards to the loan periods and renewals.
6. Interlibrary loan requests can be placed by Library staff or by the customer. Every effort will be made to educate patrons how to use customer-mediated 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. However, staff will give the customer an approximate timeframe for the arrival of the materials.
8. The Library will notify the customer when their materials have arrived by the method the patron has chosen as stored in their patron record. Customer confidentiality will be maintained in the notification process in compliance with the Library Privacy Act.<sup>1</sup> The customer always has the option to contact VBDL about the status of the request.
9. Items must be picked up at VBDL. Customers are required to leave the packaging of the items, including any identification bands or labels, on the items when they are checked out. These identification markers help staff identify interlibrary

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<sup>1</sup> MCL397.603 *et seq.* Library Privacy Act

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loaned materials and ensure their prompt return.

10. Fines for each overdue interloaned item may be assessed per the schedule contained in the *Library's Loan, Renewal, and Replacement Policy (CIRC-02)*.
11. There is a limit of 50 interlibrary loan requests per eligible cardholder. Customers are responsible for the items they borrow, and they will be held responsible and charged for replacement costs as set by the lending library for lost or damaged items.
12. Customers who abuse the interlibrary loan service may have their privileges revoked by the Library Director. Customers whose interlibrary loan borrowing privileges have been revoked may request the decision to be reviewed by the Van Buren District Library Board of Trustees.
13. This policy supersedes all previous Van Buren District Library interlibrary loan policies.

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Approved: October 22, 2019  
Van Buren District Library Board of Trustees