



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

Interlibrary Loan Policy

Board motion number: 16:56

Date of original motion: Nov. 15/07/Feb. 14/11

Date of review: October 6, 2016

Chairperson's signature: T Fitchett

ILL-1 Interlibrary Loan

1. Library material which is not included in the library's collections but is requested by a customer will be borrowed, if possible from another library through SOLS.
2. Staff will be trained to use VDX, the online Interloan system for requesting, lending, shipping and all other functions for Interlibrary Loans.
2. The borrowing period for interlibrary loan materials is determined by the holding library.
3. All interlibrary loan materials must be returned to the Township of Georgian Bay Public Library and must not be returned to the holding library directly by the customer.
4. Interlibrary loan materials will be subject to the same rules as regular library materials as pertains to overdue and lost or damaged materials. Charges for lost or damaged materials will be invoiced by the Lending Library to the Township of Georgian Bay Public Library.
5. In the case where a lending library requires a fee for the loan of its material, the requesting library customer will be expected to cover this cost and will be informed of the fee before the library proceeds with the loan request.
6. Any customer who shows repeated disregard for the rules concerning the borrowing of interlibrary loan materials may be denied this privilege.