

Interlibrary Loan Policy

Definitions

1. **Interlibrary Loans.** Materials borrowed from another library for the use by a Peter White Public Library patron.
2. **PII / UP.** Items owned by libraries with share the circulation system with PWPL and participate in the local interlibrary loan system.
3. **MelCat.** The state-wide interlibrary loan borrowing program.
4. **OCLC.** Items that would come from out of state. Depending on the loaning library, a fee may be associated with the items, which will be passed on to the Peter White Public Library patron. The patron will be contacted before requesting an item that has a lending fee.

Guidelines

Type	Loan Period	Maximum Number of Renewal	Fees
PII / UP	Varies	2	None
MelCat Books	3 weeks	1	None
MelCat A/V	2 weeks	No renewals	None
OCLC	3 weeks	Varies	Varies

1. If another patron has a reserve placed on the item, it may not be renewed.
2. Peter White Public Library patrons are responsible for lost or damaged interlibrary loan materials and will be required to pay all fines and fees assessed by the lending library for the repair or replacement of the interlibrary loan materials.
3. Payments for lost interlibrary loan materials are not refundable.
4. No claims returned forms will be accepted for interlibrary loan materials.
5. Libraries that have not returned interlibrary loan materials to PWPL in a timely manner or that have reported materials lost or damaged may have interlibrary loan privileges suspended until the items are returned or fines and fees have been paid in full.
6. PWPL will loan via interlibrary loan any materials from the PWPL collection that are available for circulation to PWPL patrons without a borrowing fee with the following exceptions:
 - a. Periodicals
 - b. New items
 - c. Library of Things items

Peter White Public Library Board of Trustees
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