



JOHNSON COUNTY
PUBLIC LIBRARY

INTERLIBRARY LOAN (ILL) POLICY

ILL Borrowing Policy

1. Patrons must have a JCPL library card in good standing.
2. Patrons are limited to five requests per week within the JCPL system and a maximum of ten ILL items checked out at one time.
3. Patrons are responsible for fees incurred due to lost, overdue, or damaged items. Fees include standard JCPL fees, in addition to any fees assessed by the lending library.
4. Patrons may request one renewal per item. Requests must be approved by the lending library. A renewal requested after the due date may generate late fees.
5. Patrons are responsible for lending or copying fees charged by the lending library. Patrons will be informed before a fee is assessed.
6. Patrons will be assessed a \$1.00 fee for every ILL item not picked up by the due date.
7. JCPL honors all conditions-of-use placed on materials by the lending library.
8. ILL requests will not be placed for items available within JCPL.
9. ILL requests must reflect JCPL's Resource Access Policy guidelines.

ILL Lending Policy

1. Materials are loaned for thirty days plus five days for transportation.
2. A renewal may be requested for another thirty-five-day period. Renewals will not be granted if an item has existing holds.
3. Materials will be loaned at the discretion of the librarian.
4. JCPL does not lend materials designated new, historical room, microfilm, microfiche, software, or periodical.
5. JCPL will charge a lending fee if the borrowing library is not a reciprocal participant.
6. The borrowing library is responsible for return postage. Borrowers outside the continental U.S. are responsible for all postage.
7. Replacement costs and processing fees will be charged for lost or damaged items.
8. Replacement costs will be refunded for items returned within thirty days of bill payment.
9. Unpaid fees may result in suspension of borrowing privileges.