



## Taber Public Library Policy Manual

### General Policy: Interlibrary Loans

#### PURPOSE:

To provide a service through which patrons may access material outside their library system.

#### POLICY:

The Taber Public Library will provide an interlibrary loan service to those patrons who wish to access materials outside the Chinook Arch Regional Library System.

#### DEFINITION:

Interlibrary Loan (ILL) – is an item that is brought in for a patron from OUTSIDE the library system.

#### GUIDELINES:

1. Interlibrary Loan request will be submitted to the Library Manager.
2. A patron may request up to ten (10) ILLs at a time.
3. Overdue fines of 50¢ per item will be charged on all overdue items.
4. Fines will be automatically generated at check-in.
5. Damaged and lost items will be handled as per guidelines set out by the owning library.

Date of Approval: October 2, 2001

Date Reviewed/Revised: October 12, 2004  
June 10, 2008  
June 8, 2010  
April 9, 2013  
September 8, 2015