



Taber Public Library Policy Manual

General Policy: Interlibrary Loan Non-Pickup Fee

PURPOSE:

To ensure that patrons pick up their interlibrary loan requests.

POLICY:

The Taber Public Library will charge a fee to those patrons who place interlibrary loan requests and DO NOT pick them up.

DEFINITION:

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

GUIDELINES:

1. When a patron places an interlibrary loan request they will be informed that there will be a fee charged if the item is not picked up.
2. A fee of \$2.50 per loan request will be charged for each interlibrary loan brought in and NOT picked up (see Schedule “C” of the Taber Public Library Bylaws).
3. Fines will be added to a patron’s file as a bill, reason “hold”.

Date of Approval: October 2, 2001

Date Reviewed/Revised: October 12, 2004  
June 10, 2008  
June 8, 2010  
April 9, 2013  
September 8, 2015  
November 13, 2018  
February 10, 2022

