

INTERLIBRARY LOANS

Interlibrary loan is the process by which a library requests material from or supplies materials to another library.

1. **As a Borrowing Library**

The service is available to all patrons. There is no charge to request a search for materials. The Library attempts, in every case, to obtain materials at no cost. That is not always possible, especially regarding photocopies. Therefore, the patron must indicate how much he or she is willing to pay. Renewals must be requested in advance of the due date. Patrons are notified when their materials are available for pickup.

There is a limit of 5 active interlibrary loan requests per patron at a time.

2. **As a Lending Library**

We lend most materials to other libraries. We photocopy free of charge. We lend at no cost and allow **one renewal** of the item if it is not needed by another patron.