

## **Interlibrary Loan Policy**

**\*\*\*\*Patron must have completed all first three check outs in good standing before they can request and Interlibrary Loan.**

In addition to materials that are owned by the Graves County Public Library, library patrons may obtain books and other materials through the Interlibrary Loan Service(ILL). Any patron with a valid library card may use the service. The ILL request will not be honored for a patron whose card is not in good standing.

Requests for Interlibrary Loans can be made in person at the Circulation Desk.

Please provide as much information as possible about the item requested.

The Graves County Public Library offers this as a free service. If a patron does not return an Interlibrary Loan item, he will be billed for the replacement cost as set by the lending library. If the patron is repeatedly late in returning the ILL item back they will be warned that the ILL service privilege may be denied.

Patrons will be notified by phone or e-mail when the materials arrive.

In special circumstances, a renewal may be requested unless the lending library has designated the item as non-renewable. The Interlibrary Loan Department will notify the patron as soon as the renewal request goes through, either to give them a new due date or to tell them to return the book.

No more than 3 items may be requested and checked out at a time.

### **Warning Concerning Copyright Restrictions**

The copyright law of the United States(Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions, as specified by law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research". If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use" that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copyright order if, in its judgment, fulfillment of that order would involve violation of copyright law.

Reviewed: 4-24-17