

Allan Shivers Library and Museum

302 N. Charlton St. Woodville, Texas

Ph: 409-283-3709 Fax: 409-283-5258

Director Rosemary Bunch

INTERLIBRARY LOAN POLICY

The Allan Shivers Library participates in the national Inter-Library Loan program that permits the library to borrow materials for its patrons from other libraries. We are also able to lend materials if requested by another library. This interlibrary loan service is available to all patrons whose record is clear of fines and overdue items. Books and photocopies of articles from periodicals not owned by Allan Shivers Library, or that are otherwise unavailable, may be requested for loan through interlibrary loan. Recordings, microfilm, and genealogy materials may be requested but are often difficult to obtain. Items owned by the library, but checked out to another patron, may not be borrowed through interlibrary loan unless the item requested is more than two months overdue.

The Allan Shivers Library does not charge for Inter-Library Loan service, however, the patron is responsible for charges or fines imposed by the lending library. There is a \$3.00 charge for the mailing fees. Every attempt will be made to borrow items from libraries that do not charge fees for loaning materials. If a patron does not wish to borrow an item if charges are imposed (such as insurance fees, lending fees, photocopying charges), this must be stipulated when the request is made. Fines for overdue materials and processing costs for lost items will vary with the lending library and are the responsibility of the patron.

The library may restrict the number of items requested by an individual patron or "meter" the number of items referred through Inter-Library Loan when necessary to ensure fair, equitable, and timely service within the constraints of budget and staffing. This action will only be taken in consultation with the patron and alternative sources for service will be suggested. Requests that staff determines may violate copyright laws will not be accepted. Photocopies received through interlibrary loan will be stamped with a notice of copyright.

Approved on February 25, 2019