

## **2.16 INTERLIBRARY LOAN**

### **I. Purpose**

The purpose of Interlibrary Loan (ILL) is to expand the range and scope of materials available to library cardholders. If the New Braunfels Public Library (NBPL) does not have the material a patron needs within its collection, the library staff will attempt to borrow materials from other libraries and institutions around the state, nation, and the world through reciprocal borrowing agreements and national protocols.

### **II. Who May Borrow**

The staff will place interlibrary loan requests for all users who have held a valid NBPL library card in good standing for at least 60 days, including both adults and children. Patrons using a TexShare card are not eligible for ILL services through NBPL. ILL requests are made through the library's web site. Patrons with outstanding charges over \$20.00 may not request ILL materials until the fees are paid and/or materials are returned. The library reserves the right to refuse ILL services to any patron who damages other libraries' materials, has a history of overdue materials or other problems with borrowing privileges, or otherwise violates ILL policies, therefore jeopardizing the ability of the New Braunfels Public Library to borrow materials from other libraries.

### **III. Charges**

Some lending libraries may charge fees such as insurance, photocopying, microfilm rental, handling costs, and replacement or overdue costs. Any costs billed to the NBPL for articles received from another library at a patron's request will be passed on to that patron. Charges may be waived at the discretion of the Library Director or for extraordinary circumstances, such as the COVID 19 pandemic.

### **IV. Items that May be Borrowed**

Books, magazine and journal articles, audio books, non-fiction video recordings, and microfilm that are six months (6) or more past release date are normally available through ILL. There is a limit of three (3) ILL requests in process for any one person. This includes requests that are pending, as well as materials the user currently has borrowed through Interlibrary Loan.

### **V. Items that May Not be borrowed**

Bound volumes or individual issues of magazines and newspapers, software, fiction video recordings, materials less than six (6) months past release date, and rare or archival materials are not available for lending by other libraries. Staff may also refuse requests for items that are available in substantially the same format held by the library, i.e. an unabridged audio book that is available to download may not be borrowed on CDs. ILL may not be used for any title that is on order or owned by the New Braunfels Public Library unless a copy is determined to be missing or lost.

## **VI. Processing**

The time required to fill interlibrary loan requests can vary between one to four weeks. Patrons should specify a date if they have a time-sensitive ILL request. For some patrons, borrowing directly from another nearby library may be a preferable option.

## **VII. Notification**

Patrons will be notified by telephone, email or text when the requested ILL material is available unless other arrangements are made.

## **VIII. Due Dates/Renewals**

The library lending the material sets the due date, and loan periods may vary greatly. Renewals are only permitted if the lending library allows such an extension. Users are urged to return materials on time to ensure that lending libraries continue sharing their resources with the NBPL.

## **IX. Return of Materials**

Items must be returned to the New Braunfels Public Library, not directly to the lending institution. For record-keeping purposes, ILL items must be returned to the service desk.

## **X. Items Not Picked Up**

Materials not picked up by the patron by the date the item is due for return will be sent back to the lending library.

## **XI. Damaged or Lost Items**

The library user is responsible for any charges assessed by the lending library for damage to ILL items. If a patron loses an item, the library user will be responsible for the cost of the item, plus any processing fees charged by the lending library and the NBPL.

## **XII. Copyright Compliance**

The NBPL adheres to the Interlibrary Loan Code for the United States 2001, the CONTU Guidelines (National Commission on New Technological Uses of Copyrighted Works) and the Copyright Law of the United States (Title 17, U.S. Code). The CONTU guidelines, a set of rules established for copying for Interlibrary Loan stipulate, in part, that:

- Photocopies must include the copyright warning and the library user must acknowledge awareness of the copyright warning.
- The library may request only a total of six (6) articles a year from the last five years of a specific magazine.
- The library may request only one (1) article a year from any one issue of a magazine.

## **XIII. The Library as a Lender**

Whenever possible, the New Braunfels Public Library will function as a provider of materials in the interlibrary loan system.

- As a provider, the NBPL accepts ILL requests only from other libraries. When individuals request NBPL items to be sent to them either directly or through their

- local library, the library staff will ask the requestor to re-submit through the local public or academic library.
- Items loaned to other libraries for the borrowing libraries' cardholders will be loaned for four (4) weeks, and may be renewed for an additional two weeks..
  - Items will be supplied to libraries within a 50 mile radius of NBPL by either TexExpress courier or US Postal Service. Items will be supplied only to libraries outside a 50 mile radius of NBPL that use the TexExpress courier system.
  - There is no charge for photocopies.
  - The following types of materials are not available for loan because of danger of damage in transit or because of high local demand:
    - Fiction video recordings
    - Music CDs
    - Rare books
    - Items on reserve to NBPL patrons
    - Materials less than six (6) months past release date and/or is designated as a NEW item at NBPL
    - Telephone directories
    - High local demand items
    - Local historical materials
    - Reference materials
  - Charges for materials lost or damaged while in the care of other institutions will be assessed at the same rate as locally loaned items.

#### **XIV. Attachments to Policy**

- ALA Interlibrary Loan Code for the United States
- CONTU Guidelines on Photocopying under Interlibrary Loan Arrangements

*ENDORSED*

*BY THE NEW BRAUNFELS PUBLIC LIBRARY ADVISORY BOARD*

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By: \_\_\_\_\_ Attest: \_\_\_\_\_  
       President                                      Library Director