



BARTLETT PUBLIC LIBRARY DISTRICT INTERLIBRARY LOAN POLICY

SERVICES TO PATRONS

Those who use the Bartlett Public Library District may request materials from another library. Requests are submitted at the Adult or Youth & Teen Service Information Desks. The staff accepts and processes up to six requests per patron per day. Patrons may have up to 15 interlibrary loans charged to their account at any time. The lending libraries do not usually charge for this service. If a fee is involved, a member of the staff will notify the patron and receive their consent before completing the request.

The Bartlett Public Library District does not renew interlibrary loan items.

Patrons are advised that many libraries do not make recently published materials available for interlibrary loan. Video games are never loaned by other libraries.

Recently published materials may be suggested for purchase by Bartlett Public Library District patrons. "Suggestion for Purchase" forms are available at the Adult and Youth & Teen Services Information Desks. The Library staff will give due consideration to the purchase of the item, keeping in mind the factors outlined in the Library's *Materials Selection Policy*.

SERVICES TO OTHER LIBRARIES

Requests from other libraries are accepted by telephone, fax, or through OCLC's First Search. Except for video games, most materials may be borrowed from the Bartlett Public Library District. However, the Bartlett Public Library District may deny requests for high demand items. The Library accepts reserves for items in circulation, if requested.

No fees will be charged to requesting libraries for interlibrary loans or photocopies of articles of reasonable length. If the Bartlett Public Library District decides to charge for photocopies, the requesting library will be asked to confirm its willingness to pay.